CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, OCTOBER 13, 2026, at 5:00 PM

Live Stream Available @ www.charlottetown.ca/video
Meeting Package posted to the City's website by 9:00 am on Tuesday, October 13th

18 RESOLUTIONS	ANTICIPATED RESOLUTION(S)	1 BYLAW READING

❖ **Land Acknowledgement**

1. **Call to Order**

2. **Declaration of Conflict of Interest**

3. **Approval of Agenda**

4. **Adoption of Previous Draft Minutes of Council**

   - Regular Meeting of Council – September 8, 2026
   - Special Meeting of Council – September 22, 2026
   - Public (Planning) Meetings of Council – September 3 & 24, 2026

5. **Business Arising out of the Minutes**

6. **Council Inquiries to be taken Under Consideration**

7. **Reports of Standing Committees of Council**

   7.1. Planning & Heritage – Deputy Mayor Alanna Jankov, Chair
   - Monthly Report
   - Twelve (12) Resolutions
   - One (1) First Reading to amend the Zoning & Development Bylaw

   7.2. Parks, Recreation & Leisure Activities – Councillor Kevin Ramsay, Chair
   - Monthly Report
   - One (1) Resolution

   7.3. Water & Sewer Utility – Councillor Bob Doiron, Chair
   - Summary
   - No Resolutions

   7.4. Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair
   - Monthly Report
   - No Resolutions

7.5. Environment & Sustainability – Councillor Trevor MacKinnon, Chair
- Monthly Report
- No Resolutions

7.6. Human Resources – Councillor Norman Beck, Chair
- Summary
- No Resolutions

7.7. Strat. Priorities, Comms & Intergovernmental Cooperation – Councillor Justin Muttart, Chair
- Monthly Report
- Two (2) Resolutions

7.8. Public Works – Councillor Mitchell Tweel, Chair
- Monthly Report
- No Resolutions

7.9. Protective & Emergency Services – Councillor Julie McCabe, Chair
- Monthly Report
- One (1) Resolution

7.10. Economic, Tourism & Cultural Development – Councillor Terry Bernard, Chair
- Monthly Report
- Two (2) Resolutions

7.11. New Business Resolutions
- No Resolutions

8. Motion to Move into a Closed Session as per the Municipal Government Act of PEI

119 (e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;

a) Fire Underwriters Survey Update
b) Lease Agreement

9. Business Arising from the Closed Session (If Applicable)

a) Resolution(s) Anticipated.

10. Adjournment

CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, SEPTEMBER 8, 2026 at 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Bob Doiron	**Councillor Julie McCabe**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**David Gundrum, PDM**
	Donna Miller Ayton, PPHM	**Frank Quinn, PRM**
	Wayne Long, EGAM	**Tim Jenkins, AFC**
	Darren MacDougall, APC	**Jessika Corkum-Gorrill, ESM**
	Ylber Gashi, PWM	**Emilee MacLeod, HRM**
	Joshua McInnis, UM	**Amy McQuillan, FM**
	Jessica Bradley, SCO	**Rory Chaisson, SITO**
	Melanie McKenna, CS	**Tracey McLean, PRC**
Regrets:	**Councillor Terry Bernard**	**Councillor Kevin Ramsay**

- The Mayor acknowledged that the land on which we gather is the traditional unceded territory of the Mi'kmaq First Nation.

1. **Call to Order**
   Mayor Brown called the meeting to order.

2. **Declarations of Conflict of Interest**
   No conflicts were declared.

3. **Approval of Agenda**
   It was requested that the following reports be moved to the beginning of the agenda in this order: Economic, Tourism & Cultural Development; Protective & Emergency Services; and Public Works. Moved and seconded that the agenda be approved as amended. Carried.

4. **Adoption of Previous Draft Minutes of Council**
   Moved by Deputy Mayor Jankov and seconded by Councillor McCabe that the draft minutes of the following open meetings of Council be adopted.

   - Regular Meeting of Council – August 11, 2026
   - Special Meeting of Council – August 25, 2026
   - Public (Planning) Meeting of Council – August 27, 2026

CARRIED

.../2

5. Business Arising out of the Minutes
No business arose.

6. Council Inquiries to be taken Under Consideration
No inquires raised.

7. REPORTS OF COMMITTEES/RESOLUTIONS/BYLAW READING

7.1. Economic, Tourism & Cultural Development – Councillor Terry Bernard, Chair
Councillor Tweel, on behalf of Councillor Bernard, indicated the Committee report was included in the weekend package. He reported that Melissa McDonald was hired as the City's new Economic Development Officer and will begin on September 28. Recent events in the city included Old Home Week, the Gold Cup Parade, Gran Fondo PEI, Art in the Open, the Charlottetown Dragon Boat Festival, the Raffia Festival, Corner Street Daze, the Charlottetown Busker Festival and Cinema Under the Stars. Upcoming events include Stars for Life Mayor's Cup Golf Tournament, the PEI International Shellfish Festival, Fall Flavours and the Moonlight Bazaar.

7.2. Protective & Emergency Services – Councillor Julie McCabe, Chair
Councillor McCabe indicated the Committee report was included in the weekend package.

An update related to the proposed third fire station was requested. Councillor McCabe indicated the item is scheduled to be discussed at the next committee meeting.

7.3. Public Works – Councillor Mitchell Tweel, Chair
Councillor Tweel indicated his Committee report was included in the weekend package. He acknowledged City crews (PW, WSU & P&R) for their coordinated response to the significant rainfall event over the past weekend.

Moved by Councillor Mitchell Tweel
Seconded by Councillor John McAleer

RESOLVED:

That, Council adopt in principle the following path forward for the Queen Street Parkade: assess potential locations for a fourth Parkade; maintain the existing Queen Street Parkade throughout construction of the fourth Parkade; upon completion, demolish the existing Queen Street Parkade and redevelop the Queen Street property as either a new Parkade or a mixed-use facility incorporating parking and other amenities,

And that the Mayor and CAO are hereby authorized to execute standard contracts and agreements to implement this resolution.

CARRIED 8-0

Concern was raised that work at Heartz Hall appeared to have stalled and whether the project had experienced delays. Councillor Tweel referred to the Public Works Manager who indicated that some routine delays have occurred but the project is expected to be completed this fall.

7.4. Planning & Heritage – Deputy Mayor Alanna Jankov, Chair
Deputy Mayor Jankov indicated her Committee report was included in the weekend package. The Public Meeting was held September 3 regarding the draft Zoning and Development Bylaw and she advised that members of the public could continue submitting comments to the Planning and Heritage Department until September 18.

DRAFT

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the following Major Variance for the subject property identified as 65 Kensington Road (PID# 277491) to allow for the following:

1) To allow for the establishment of a Garden Suite on a property having lot area of approximately 0.2 acres (0.08 hectares) whereas a minimum lot area of 0.5 acres (0.2 hectares) is otherwise required;

2) To allow for an increased maximum gross floor area for a Garden Suite of 73 square metres (786 square feet) whereas a maximum gross floor area of 70 square metres (753.2 square feet) is otherwise permitted;

3) To allow for an increased maximum building height of 7.62 metres (25 feet) for a detached accessory structure containing a Garden Suite whereas a maximum building height of 4.6 metres (15.1 feet) is otherwise permitted;

4) To allow for a reduced side yard setback of 1.30 metres (4.26 feet) whereas a side yard setback of 1.8 metres (6 feet) is otherwise required for a detached accessory structure containing a Garden Suite; and

5) To allow for a reduced rear yard setback of 1.90 metres (6.23 feet) whereas a rear yard setback of 3 metres (9.8 feet) is otherwise required for a detached accessory structure containing a Garden Suite.

CARRIED 8-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the following Major Variance for the subject property identified as 49 Trailview Drive (PID# 1128842) to allow for the following:

1) A reduced minimum lot frontage of 7.76 metres (25.45 feet) for property in the (R-1L) Zone whereas a minimum lot frontage of 18 metres (59.1 feet) is otherwise required.

Subject to condition that any future dwelling constructed on the proposed new lot (Lot 26-3) based on the preliminary survey plan as submitted must have its main front entryway and main front facades face south towards the abutting City-owned park property identified as PID# 1148600.

CARRIED 8-0

It was noted that the following resolution contained an error regarding the proposed number of buildings and units; revision as follows (in red):

DRAFT

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve a request to proceed to public consultation for a request to approve a development concept plan for Lot 2019-5 (PID# 390740) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with ~~two~~ three, ~~eighty-two (82)~~ sixty-two (62) unit apartment buildings with a total density of one hundred ~~sixty-four (164)~~ 186 units,

And to proceed to public consultation for the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw.

Subject to a traffic impact assessment for the proposed development.

CARRIED 8-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to consolidate separate properties addressed as 176 King Street and 178 King Street, both under PID# 336271, to form one new parcel subject to the approval of a final pinned survey plan.

CARRIED 8-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the encroachment of footings and a canopy into the Public Right of Way to facilitate the construction of a proposed multi-use residential and commercial building within the 500 Lot Area in the Downtown Main Street (DMS) Zone being the properties identified as (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) addressed as 68 Queen Street with the following encroachments:

1) Encroachment to allow building footings to encroach into the Public Right of Way on King, Dorchester and Queen Streets ranging from 1" to 2'-8" in various locations around the building.

2) Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 1.162 meters and a width of 4.451 meters along Dorchester Street.

3) Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 3.19 meters and a width of 4.757 meters along King Street.

It was clarified that the development had already been approved and that the resolution addressed only the encroachments into the public right-of-way. It was further clarified that following approval, the remaining steps would be handled administratively through the permitting and inspection processes, unless the developer proposed substantial changes to the project.

CARRIED 8-0

DRAFT

7.5. Strat. Priorities, Comms & Intergovernmental Cooperation – Councillor Justin Muttart, Chair
Councillor Muttart indicated his Committee report was included in the weekend package.

7.6. Parks, Recreation & Leisure Activities – Councillor Kevin Ramsay, Chair
Councillor Doiron, on behalf of Councillor Ramsay, indicated the report was included in the weekend package.

There was some discussion regarding the process for reconsidering the proposed curling facility following Council's earlier decision not to proceed with further staff review. While some members supported allowing the curling club to present new information, concerns were raised regarding additional staff resources, competing municipal priorities and the need for regional partners and a shared-funding approach. Councillor Doiron indicated that the curling club would be invited to present its proposal to the Parks and Recreation Committee in the near future.

Moved by Councillor Bob Doiron
Seconded by Councillor John McAleer

RESOLVED:

That the City of Charlottetown Parks and Recreation proposed fees, as attached, for the Simmons Artificial Turf Field be approved, effective September 9, 2026,

And further that Schedule 'C' as part of the City of Charlottetown Fees Bylaw be updated to reflect these new fees.

Concerns were raised regarding the proposed rental fees for school use of the Simmons artificial turf field, particularly as schools had previously used the property without charge; therefore, it was **moved by Councillor Muttart** and **seconded by Councillor McCabe** that the item be deferred to allow staff to consult with the Province and affected schools regarding the proposed fees and to further assess anticipated field usage and projected revenues before returning the matter to Council.

DEFERRED 6-2
Councillors Beck and Tweel opposed

7.7. Water & Sewer Utility – Councillor Bob Doiron, Chair
Councillor Doiron indicated his Committee report was included in the weekend package.

In response to questions regarding the City's long-term water supply and its ability to meet increased demand, Councillor Doiron referred to the Utility Manager who advised there were no immediate capacity concerns and that the existing supply was expected to meet demand within the next five to ten years.

Questions were raised regarding the nature and cost of the fibre-optic repairs, including the Utility's approximately $25,000 contribution representing 50 per cent of the repair value. Councillor Doiron referred to the Utility Manager who indicated that the 50% contribution was approximately $25,000 and related to repairs to damaged conduit and fibre at work sites. As the Utility may have been involved in the damage, it agreed to assist with the repairs to allow the project to move forward.

- Mayor Brown left the meeting at 6:31 PM, at which point Deputy Mayor Jankov assumed the Chair and presided over the remainder of the meeting.

- Councillor Tweel left the meeting at 6:36 PM prior to the Finance Committee report.

DRAFT

7.8. <u>Finance, Audit, Tendering & Administration</u> – Councillor John McAleer, Chair
Councillor McAleer indicated his Committee report was included in the weekend package.

2nd Reading to Establish the City of Charlottetown Tax Rate Group Bylaw - To establish the City of Charlottetown Tax Rate Group Bylaw #2026-TRG-01 which will fulfill obligations pursuant to the provisions of the Municipal Government Act and provides authority for Council to establish tax rates; enables Council to set and approve a rate or rates, by resolution, for all real property within the jurisdiction and boundaries of the municipality and establish, by bylaw, separate tax rate groups in the municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.

Moved by Councillor John McAleer
Seconded by Councillor Justin Muttart

RESOLVED:

That the City of Charlottetown Tax Rate Group Bylaw #2026-TRG-01, which was read the first time on August 11, 2026 be read a second time and that the said Bylaw now be approved and adopted.

CARRIED 6-0

7.9. <u>Environment & Sustainability</u> – Councillor Trevor MacKinnon, Chair
Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported that Rooted in Art takes place September 12 at Victoria Park, Bike Bus Program to resume later this September, restoration work in Victoria Park included removing invasive species and planting new shade and memorial trees, online BioBlitz attracted 117 participants and T3 Transit expanded service in East Royalty and Winsloe through Routes 13 and 12.

Moved by Councillor Trevor MacKinnon
Seconded by Councillor Justin Muttart

RESOLVED:

That Council support the City entering into an agreement with the Government of Canada's Build Communities Strong Fund, for energy savings retrofits to the Cody Banks Arena, and

That Council acknowledges:

-The Build Communities Strong Fund covers 40% of eligible capital expenses, up to a maximum of $199,500;

-Remaining project costs will be provided through City budgets; and

-Funds will be used to upgrade the Cody Banks Arena.

And further that Mayor and CAO are hereby authorized to execute standard contracts and agreements to implement this resolution.

CARRIED 6-0

DRAFT

Moved by Councillor Trevor MacKinnon
Seconded by Councillor Justin Muttart

RESOLVED:

That Council continues to pay Trius Transit $89/hr. for 2025 service expansions until the updated Transit Agreement is in place or until November 30, 2026, whichever comes first,

And that Mayor and CAO are hereby authorized to execute standard contracts and agreements to implement this resolution.

CARRIED 6-0

7.10. Human Resources – Councillor Norman Beck, Chair

Councillor Beck indicated his Committee report was included in the weekend package.

Moved by Councillor Norman Beck
Seconded by Councillor Trevor MacKinnon

RESOLVED:

That Council approves the creation of the Assistant Manager of Engineering and Capital Projects position and authorizes Administration to proceed with the required Human Resources evaluation, budget confirmation and recruitment process.

CARRIED 6-0

Moved by Councillor Norman Beck
Seconded by Councillor Trevor MacKinnon

RESOLVED:

That Council repeal the Employee Identification Cards Policy (#A-HR-6) and replace with the attached Employee Identification and Access Cards Policy (P-HR-24).

CARRIED 6-0

7.11. New Business Resolutions

There were no New Business resolutions.

8. Motion to Move into a Closed Session as per the Municipal Government Act of PEI

119(1)(e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;

- Lease Agreement Negotiations

119(1)(f) the conduct of existing or anticipated legal proceedings or the review of legal advice;

- City Services Legal Opinion

Moved by Councillor Muttart and seconded by Councillor MacKinnon. Carried.

9. Business Arising from the Closed Session

Following discussion in the Closed Session, Council agreed to present the following resolution in the Open Session for consideration.

DRAFT

Moved by Councillor Justin Muttart
Seconded by Councillor John McAleer

RESOLVED:

That, Council enter into a lease agreement with EFI Holdings Inc. for the building and property of 10 MacAleer Dr. (PID# 822932),

And that the Mayor and CAO are hereby authorized to execute standard contracts and agreements to implement this resolution.

CARRIED 5-1
Councillor Doiron opposed

10. Adjournment

Moved by Councillor McCabe and seconded by Councillor MacKinnon that the meeting be adjourned. Carried. Meeting concluded at 7:16 PM.

DRAFT

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
TUESDAY, SEPTEMBER 22, 2026 AT 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**Councillor Kevin Ramsay**
	Councillor Bob Doiron (T/C)	**Councillor Julie McCabe (T/C)**
	Councillor Norman Beck	**Councillor John McAleer**
	Councillor Justin Muttart	
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**Emilee MacLeod, HRM**
	Chris Oliver, ITSS	**Tracey McLean, PRC**

Regrets: Councillor Trevor MacKinnon

T/C indicates attended via teleconference.

- The Mayor acknowledged that the land on which we gather is the traditional unceded territory of the Mi'kmaq First Nation.

1. Call to Order

Mayor Brown called the meeting to order.

2. Declarations of Conflict of Interest

No conflicts were declared; however, the Mayor indicated that Councillor MacKinnon was absent due to a conflict of interest.

3. Approval of Agenda

Moved by Councillor Ramsay and seconded by Councillor Bernard that the agenda be approved as presented. Carried.

4. Motion to Move into a Closed Session as per the MGA of PEI (5:04 PM)

119(1) (d) human resource matters, including labour relations or employee negotiations

- CUPE 501 Wastewater Treatment Plant Collective Agreement

Moved by Councillor Ramsay and seconded by Councillor Bernard. Carried.

5. Business Arising from the Closed Session (5:26 PM)

After discussion in Closed Session, the following resolution was brought forward in Open Session for consideration.

Moved by Councillor Norman Beck
Seconded by Councillor Julie McCabe

RESOLVED:

That the City of Charlottetown ratify and adopt the Collective Agreement between the City of Charlottetown and CUPE Local Union 501 Wastewater Treatment Plant (WWTP) for the period of January 1, 2023 until December 31, 2026.

In response to questions raised, the Human Resources Manager advised that negotiations began October 25, 2022 and that CUPE 501 WWTP are in full agreement with the terms as outlined in the collective agreement.

CARRIED 9-0

6. Adjournment

Moved by Councillor Doiron and seconded by Deputy Mayor Jankov that the meeting be adjourned. Carried. The meeting concluded at 5:30 PM.

DRAFT

DRAFT

Public Meeting of Council
Thursday, September 3, 2026, 6:00PM
Georgian Ballroom, Rodd Charlottetown Hotel, 75 Kent Street, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Mayor Phillip Brown Presiding

Council Members present:	Deputy Mayor Alanna Jankov Councillor Bob Doiron* Councillor Justin Muttart Councillor Mitchell Tweel	Councillor Julie McCabe Councillor John McAleer Councillor Norman Beck Councillor Trevor MacKinnon
Staff:	Brad MacConnell, CAO Michael Ruus, Director, Integrated Growth Richard MacEwen, Director, Community Services Donna Miller-Ayton, Mgr, Policy & Heritage David Gundrum, Mgr, Planning Development*	Laurel Palmer, PIII Sebastian Hall, PIII Bradley Vince, PII & HO Jason Doucette, IO/AA**
Zoning Development Bylaw Consultants	Jacob Ritchie, Fathom Studio Ruby Shephard, Fathom Studio	
Also present:		
Regrets:	Councillor Terry Bernard Councillor Kevin Ramsay	

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Mayor Brown also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.

The deadline for submission of written comments is Friday, September 18, 2026, at noon.

1. **Call to Order**
   Mayor Brown called the meeting to order at 6:07 PM.

2. **Declarations of Conflict of Interest**
   There were no conflicts.

3. Approval of Agenda

Moved by Councillor McCaleer and seconded by Deputy Mayor Jankov that the agenda for the Public Meeting on September 3, 2026, be approved.

CARRIED

4. Discussion Items:

a) Draft Zoning & Development Bylaw

Donna Miller-Ayton, Manager, Policy & Heritage
Jacob Ritchie, Fathom Studio
Ruby Shephard, Fathom Studio

Request:

To convene a public meeting to provide residents and other interested persons with an opportunity to make representations on the City of Charlottetown's draft Zoning and Development Bylaw, in accordance with section 18 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

Presenters: Donna Miller-Ayton, Manager Policy & Heritage
Jacob Ritchie, Fathom Studio
Applicant: City of Charlottetown
Reference: Public Meeting Package

Summary:

Donna Miller-Ayton Opening Remarks:

It was stated that the purpose of the public meeting was to provide residents and other interested persons with an opportunity to comment on the draft Zoning and Development Bylaw for the City of Charlottetown before it is considered for first reading and adoption by Council pursuant to Section 18 of the Prince Edward Island Planning Act.

It was also stated that legislative notice requirements had been met, with notices of the public meeting published in two editions of *The Guardian* newspaper, on August 22, 2026, and August 29, 2026. Staff also noted that notices were posted on the City's website and social media platforms.

It was reported that as of noon on September 2, 2026, the Planning and Heritage Department received 171 comments from members of the public and 69 comments from developers regarding the draft bylaw. It was noted that formal written submissions received were included in the meeting package.

It was also stated that to support public engagement and discussion on the draft document, Jacob Ritchie of Fathom Studio, the City's Zoning and Development Bylaw consultant, was in attendance to provide an overview of the proposed bylaw and the Manager of Policy and Heritage then invited Mr. Richie to begin his presentation.

Jacob Ritchie Presentation:

Jacob Ritchie of Fathom Studio thanked Council, staff, and members of the public for attending and noted that strong public participation helps to improve the quality of planning documents and regulations.

It was said that community feedback is a critical part of the process and would continue to shape the final bylaw and that the presentation would provide an overview of the project, the regulatory framework, key changes from the current Zoning and Development Bylaw, feedback received through public engagement, revisions made to the draft document, and the process moving forward toward adoption.

Mr. Ritchie stated that the draft bylaw is a large and complex document that uses planning and legal terminology, and the purpose of public engagement is to help residents better understand the regulations and provide meaningful feedback.

It was said that although Fathom Studio is based in Dartmouth, Nova Scotia, the project was completed in collaboration with City staff, residents, and Island stakeholders. Mr. Richie noted that the bylaw was developed for Charlottetown and reflects local priorities while also drawing on best practices from other Maritime communities.

He noted that the City's Official Plan establishes the long-term vision for growth, while the Zoning and Development Bylaw implements that vision through detailed regulations governing land use, building heights, setbacks, parking requirements, and development standards.

It was stated that the project began following adoption of the City's updated Official Plan and included background analysis, community consultation, internal departmental review, and multiple rounds of drafting and revisions. Staff indicated that extensive input from City departments helps to improve the functionality and administration of the proposed bylaw.

Mr. Ritchie explained that the Official Plan emphasizes growth management, clear land use structures, climate resiliency, housing diversity, and sustainable development. It was noted that the new bylaw primarily implements the growth strategy, land use framework, and expanded housing opportunities identified in the Official Plan.

It was also stated that the project is connected to the federal Housing Accelerator Fund, through which Charlottetown committed to a number of housing-related initiatives, including implementation of the new bylaw, support for accessory dwelling units (ADUs), reduced parking requirements, higher density development in selected areas, incentives for missing-middle housing, density bonusing, and the removal of exclusionary zoning practices.

Staff stated that one of the major objectives of the new bylaw is modernization, noting that the current bylaw has remained largely unchanged since 1999. It was observed that Charlottetown's population has increased significantly since that time and that updated regulations are needed to respond to current growth and housing demands.

It was said that the draft bylaw simplifies the zoning structure, reducing the number of zones from 77 to 18. He indicated this approach will create greater consistency, reduce complexity, and improve understanding for residents, developers, and City staff.

Mr. Richie noted that revised development approval pathways are intended to provide greater certainty and predictability. It was stated that more decisions would be administered through staff-driven approval processes, while Council would continue to be involved in major developments requiring development agreements or involving potentially contentious land uses.

He also explained that the variance process has been significantly revised. Rather than allowing broad discretionary variances, new limits would generally restrict variances to a defined percentage of the applicable requirement, creating more consistency and predictability in development outcomes.

It was also stated that new built form regulations have been introduced to address the design and appearance of larger buildings and noted that requirements relating to setbacks, step-backs, street wall heights, and upper-floor massing are intended to reduce the impact of taller buildings on surrounding properties and public spaces.

Mr. Ritchie explained that the bylaw proposes expanded housing opportunities, including permitting up to four dwelling units as-of-right on certain residential properties where lot size and development standards can accommodate additional units. It was emphasized that not all residential properties would qualify and that development would remain subject to setback, size, and site-specific requirements.

It was said that accessory dwelling units, including detached backyard suites and attached units within existing homes, are proposed throughout many residential areas and was noted that detached ADUs would be limited in size, height, and bedroom count, while requirements have been established to maintain neighbourhood compatibility.

He also indicated that future growth nodes and growth corridors have been identified in strategic locations, particularly around major intersections and commercial areas. It was noted that increased building heights and density are being encouraged in these locations to accommodate future population growth and housing demand while minimizing impacts on established residential neighbourhoods.

It was stated that parking reform is an important component of the draft bylaw. Mr. Richie explained that mandatory parking minimums have been reduced or removed in some areas, with the expectation that developers will continue to provide parking based on market demand while reducing unnecessary construction costs and supporting transit use.

He noted that environmental protection measures have been strengthened through the introduction of an environmental constraints framework and flood risk regulations. It was explained that updated provincial environmental data was used to establish requirements related to wetlands, waterways, coastal flooding, and minimum elevations for residential construction in vulnerable areas.

It was said that significant public feedback received through earlier consultation phases resulted in a number of changes to the draft, including revisions to conservation policies, creation of a new Urban Expansion Zone, refinements to ADU regulations, updates to flood risk standards, corrections to maps and definitions, and various technical improvements throughout the document.

Mr. Richie stated that feedback from residents, developers, staff, and elected officials contributed to strengthening the draft bylaw. It was noted that while support was expressed for additional housing options, several topics generated significant discussion, including four units as-of-right, accessory dwelling units, parking reforms, environmental protection, and residential density.

He then concluded that comments received during the public meeting would be reviewed and considered as further refinements are made to the document. It was explained that a revised draft would return to the Planning Board for consideration and recommendation before being brought back to Council for future readings and potential adoption of the new Zoning and Development Bylaw.

Comments:

Daniel Mullen, Matt Pelletier, Ole Hammerlund, Madeline Biso, Rob MacBain, Janice Wright, Brian Gillis, Kim Devine, Malcom Lodge, Len MacLaren, Jen Du, Ian Scott, Jake Bartlett, Chris Oatway, Andrea Battison, Jason Ross (non-resident of Charlottetown) and Frank MacEachern raised specific concerns and support for the initiative.

Several residents expressed concerns regarding the proposed four units as-of-right provisions and accessory dwelling unit (ADU) policies. Concerns focused on the potential impact on established neighbourhood character, increased residential density in traditionally low-density areas, loss of green space, reduced backyard space, additional parking pressures, increased traffic, and the possibility of single-family neighbourhoods gradually transitioning into more intensive forms of development.

Several speakers questioned the effectiveness of the proposed owner-occupancy requirements associated with accessory dwelling units. Concerns were raised regarding how these provisions would be monitored and enforced over time, particularly if properties were sold after development occurred. Several residents questioned whether the requirements could realistically prevent investment properties or short-term rental operations from becoming more common in residential neighbourhoods.

Parking and transportation were among the most frequently discussed issues. Residents expressed concern that reducing or eliminating parking minimums could increase on-street parking demand, worsen congestion, create conflicts in established neighbourhoods, and place additional pressure on areas already experiencing parking shortages. Some speakers questioned whether transit services and active transportation infrastructure are currently sufficient to support the level of density contemplated by the draft bylaw.

Staff heard concerns regarding infrastructure capacity, including water supply, stormwater management, wastewater servicing, drainage systems, roadway capacity, emergency services, and overall municipal infrastructure. Several residents suggested that infrastructure planning

should be addressed before significant increases in density occur and questioned whether existing systems are capable of supporting future population growth.

It was stated that stormwater management and runoff were identified as important considerations. Residents noted concerns about increased impervious surfaces resulting from more buildings, parking areas, and development activity. Suggestions were made that future development should be required to manage stormwater on-site and prevent impacts on neighbouring properties and municipal infrastructure.

A number of speakers expressed concerns regarding neighbourhood compatibility and design standards. Residents questioned whether additional units and accessory buildings would fit appropriately within existing communities and emphasized the importance of maintaining the scale, appearance, landscaping, and character of established residential areas.

Concerns were raised regarding the proposed Growth Corridor zoning areas. Several residents questioned the range of permitted uses within these zones and expressed concern that commercial, industrial, transportation, warehousing, entertainment, or other non-residential uses could become established adjacent to existing homes. It was suggested that some Growth Corridor areas may be better suited for residential-focused density rather than a broad mix of uses.

Residents expressed concerns regarding public participation and decision-making processes. Some speakers felt that moving more approvals to administrative and as-of-right processes could reduce opportunities for community input, public consultation, and Council oversight. Questions were raised about whether residents would continue to have meaningful opportunities to provide feedback on development proposals affecting their neighbourhoods.

Several speakers advocated for stronger public notification measures, including larger development signage, more accessible mapping, clearer property-specific information, enhanced visualization tools, and additional neighbourhood-level consultation opportunities to help residents better understand proposed changes.

Several residents emphasized the importance of preserving the character of the 500 Lot Area and historic downtown neighbourhoods. Concerns were expressed regarding building heights, density, heritage protection, view corridors, demolition of historic structures, and the potential loss of the architectural character that contributes to Charlottetown's identity and tourism appeal. Speakers encouraged stronger protections for heritage resources and historic streetscapes.

It was also stated that waterfront development generated considerable discussion. Several residents argued that the waterfront is a unique public asset and suggested that future development proposals should continue to require public consultation and Council review. Concerns were expressed that as-of-right development on the waterfront may reduce public accountability and community involvement in decisions affecting the area.

Residents noted concerns about short-term rentals and their relationship to the proposed bylaw. Questions were raised regarding enforcement, monitoring, and whether accessory dwelling units intended to address housing needs could instead be used for tourism accommodations, thereby reducing their contribution to the long-term rental supply.

Several speakers questioned whether the proposed regulations appropriately balance housing growth with neighbourhood protection. While acknowledging the need for additional housing options, residents expressed varying views on the most suitable locations for density, with many suggesting that higher-density development should be concentrated in growth nodes, commercial areas, underutilized properties, and redevelopment sites rather than within established residential neighbourhoods.

Concerns were voiced regarding the City's Housing Accelerator Fund commitments and the influence of federal funding on local planning decisions. Some residents felt the proposed changes were being driven by funding requirements rather than community priorities, while others argued that maintaining compliance with federal commitments is important to support future housing initiatives and funding opportunities.

A recurring theme throughout the meeting was the need to balance housing affordability, growth, heritage preservation, neighbourhood stability, infrastructure capacity, environmental protection, and public involvement. Residents generally acknowledged the need for additional housing but expressed differing views on how that growth should occur and what safeguards should be included within the final bylaw.

5. New Business

There was no new business that arose.

6. Adjournment of Public Session

Moved by Councillor McAleer and seconded by Councillor Muttart that the Public Meeting adjourned.

The meeting concluded at 8:20 PM.

DRAFT

Public Meeting of Council
Thursday, September 24, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Interim Chair Terry Bernard Presiding

Council Members present:	Deputy Mayor Alanna Jankov* Councillor Bob Doiron* Councillor Justin Muttart Councillor Terry Bernard***	Councillor Julie McCabe Councillor John McAleer Councillor Norman Beck Councillor Mitchell Tweel Councillor Trevor MacKinnon
Staff:	Michael Ruus, Director, Integrated Growth David Gundrum, Manager, P&H Laurel Palmer, PIII (Senior Planner)	Jason Doucette IO/AA**
Applicants/ Representatives:	Nick Jay	
Also Present:		
Regrets:	Mayor Brown Councillor Kevin Ramsay	

*Participated via Teams **Minute Taker *** Interim Chair

Meeting reminders were explained before calling the meeting to order. Mayor Brown also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.

The deadline for submission of written comments is Friday, September 25, at 12:00pm Noon.

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:00 PM.

2. **Declarations of Conflict of Interest**
   No conflicts were declared.

3. **Approval of Agenda**
   Moved and seconded that the agenda for the Public Meeting on September 24, 2026 be approved.

CARRIED

4. Discussion Items:

Request:

This is a request for approval of a Development Concept Plan for Lot 2019-5 (PID# Parent Parcel 390740, New Assigned PID #1176502) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three, sixty-two (62) unit apartment buildings with a total density of one hundred eighty-six (186) units.

Property Information: Development Concept Plan
Staff Presenter: Laurel Palmer, (Senior Planner) PIII
Applicant: Nick Jay – Evolve Group
Reference: Public Meeting Package

Summary:

It was stated that the application is a request for approval of a Development Concept Plan for lands zoned Comprehensive Development Area (CDA). The proposal would facilitate the future development of the site with three apartment buildings containing 60, 62, and 64 units respectively, for a total of 186 residential units.

It was explained that the subject property is located on the south side of St. Martha's Court adjacent to the Confederation Trail. The lands are bounded by the Confederation Trail and additional CDA-zoned lands to the north and west, CDA-zoned lands approved for multi-unit development to the south, and existing multi-unit development and Mount Edward Road to the east.

It was noted that Section 44 of the Zoning and Development Bylaw outlines the process for Development Concept Plan approvals within the CDA zone. Development within a CDA zone requires approval by Council of a Development Concept Plan and any associated development agreement. Prior to approval or amendment of a Concept Plan, Council must hold a public meeting in a manner similar to a bylaw amendment process.

It was reported that Lot 2019-5 has an area of approximately 3.17 acres (138,014 square feet) and the proposed development would result in a density of 186 dwelling units. The developer is proposing underground parking for all three buildings. Staff noted that the CDA zone does not contain traditional zoning requirements and instead operates under a more flexible framework, where density and development standards are established through Council-approved Concept Plans and Development Agreements.

It was further explained that the site plan illustrates the placement of the three apartment buildings and identifies their relationship to existing and future road connections within the surrounding area.

It was stated that the approval process for the Development Concept Plan follows the same public consultation procedures as bylaw amendments and rezonings. The application was approved by Council on September 8, 2026 to proceed through the public consultation process.

It was reported that notice of the public meeting was circulated on September 15, 2026 to 14 property owners located within 100 metres of the subject property. The notice advised recipients of the proposed Concept Plan and associated amendment to Appendix B of the Zoning and Development Bylaw and invited comments. As of the date of the meeting, no responses had been received. Public notice was also provided through on-site posting and advertisements published in The Guardian on September 16 and September 19, 2026.

It was explained that the application originally entered the approval process in March 2025 and, because it commenced prior to the adoption of the 2026 Official Plan, it is being evaluated under the policies of the 1998 Official Plan. Staff reviewed the applicable policies and determined that they support higher-density residential development in key growth and reurbanization areas, as well as a range of housing forms within existing neighbourhoods. Relevant policy sections include those addressing physical growth, concept plans, and housing needs and variety.

It was concluded that following the public meeting, staff would prepare a report and recommendation for consideration by the Planning Board on October 7, 2026. Following Planning Board review, the recommendation would be forwarded to Council on October 13, 2026 for a final decision regarding approval of the Development Concept Plan. The presentation then concluded and was turned over to the applicant's representative to provide additional details regarding the project design and site layout.

Colin MacQuillan Presentation:

It was explained that the subject property was originally part of the St. Dunstan's lands and forms part of the broader CDA development area near Mount Edward Road and the Perimeter Highway. Since the original concept plan approval, several lots have been sold to different developers and a number of residential projects have already been completed in the surrounding area. The proposed development site represents the final undeveloped lot along St. Martha's Court and is located adjacent to the Confederation Trail.

It was stated that the development proposal has evolved through several design iterations since its original submission in 2025. Earlier concepts consisted of two larger buildings; however, the current plan has been revised to include three apartment buildings containing a total of 186 residential units. The revised design reduces overall massing and creates a stepped building arrangement across the site.

It was reported that the unit mix includes 12 bachelor units, 78 one-bedroom units, 12 one-bedroom plus den units, and 84 two-bedroom units. The proposed mix was developed based on market demand experienced in previous projects, particularly for one-bedroom and one-bedroom plus den units that appeal to couples and young professionals seeking additional living space without requiring a full two-bedroom apartment.

It was further explained that the development has been designed with a strong emphasis on shared amenities and open space. Approximately 56.7 percent of the site will remain landscaped,

while more than 8,000 square feet of amenity space is proposed. The three buildings will be connected through a shared underground level containing parking and common amenity areas.

It was noted that construction is intended to occur in phases. The first phase would include the underground parking structure, amenity facilities, and the first apartment building. The remaining buildings would be developed in approximately one to two-year intervals. This approach is intended to minimize future site disruption for residents and reduce impacts on the surrounding neighbourhood.

It was described that the architectural design incorporates masonry, cement panels, cement board siding, and wood-accent features. The building elevations are designed to complement the site's topography, which slopes toward the Confederation Trail, while enclosing a central courtyard area that serves as a focal point of the development.

It was highlighted that the amenity areas are intended to create a complete residential community rather than a conventional apartment complex focused solely on parking and dwelling units. Proposed features include a pool, gymnasium, meeting rooms, common gathering spaces, landscaped courtyard areas, and direct access to the Confederation Trail, which has proven to be a significant attraction for residents in nearby developments.

It was stated that the project has been designed by Open Practice Architecture, with engineering services provided by MCA Consultants. The buildings will be constructed in accordance with the National Building Code and will incorporate enhanced sound separation measures between units to improve resident comfort and reduce noise transmission.

It was concluded that a traffic study was completed in consultation with the City to ensure the development accommodates future transportation needs. Space has been reserved on the property to allow for future roadway connections and growth within the surrounding area, and the development has been designed to integrate with anticipated future infrastructure improvements.

Comments

It was questioned whether sufficient green space was being provided outside of the central courtyard area. The applicant responded that landscaped areas are proposed around the perimeter of the development, including setback areas adjacent to the Confederation Trail. While portions of the site contain slopes that limit usability, additional green space and outdoor seating opportunities are included throughout the property.

It was asked how stormwater drainage would be managed, particularly given concerns about runoff in the western end of the city during heavy rainfall events. The applicant indicated that the site design will include measures to manage and reduce development-related runoff. Opportunities exist to incorporate on-site retention features as the detailed site design is completed.

It was further explained by the project architect that the large common area situated above the underground parking structure will function as a substantial green roof system. The landscaped roof will contain approximately two feet of soil capable of supporting shrubs and small trees,

allowing rainfall to be absorbed and released gradually rather than rapidly draining from conventional rooftop surfaces.

It was noted that the building's population density is moderated by the high proportion of one-bedroom units. Although the proposed buildings are six storeys in height, the projected resident population is estimated to be only 15 to 20 percent greater than neighbouring four-storey apartment developments.

It was questioned whether adequate parking would be provided for the development. The applicant advised that a total of 189 parking spaces are proposed, including 122 underground spaces, resulting in at least one parking space per dwelling unit.

It was also asked about potential traffic impacts on Mount Edward Road. The applicant advised that a traffic study was completed by CBCL in coordination with the City and with consideration of planned future road networks and area growth. According to the study, the transportation network is expected to perform adequately through the year 2041. Staff noted that Public Works had reviewed the report and expressed satisfaction with its findings.

It was clarified that the application continues to be reviewed under the 1998 Official Plan because it was submitted in 2025 prior to adoption of the City's current Official Plan. As a result, staff are required to evaluate the proposal using the policies that were in effect at the time the application was filed.

It was asked whether the development would have more than one access point. Staff acknowledged that only one access currently exists; however, future road connections are planned in the area. Before building permits can be issued, a second point of access will be required and coordinated through future road construction and servicing agreements.

It was remarked by Council members that the proposal appears to be a high-quality development with significant amenities and attractive architectural features. At the same time, concerns were expressed regarding the need for broader municipal infrastructure improvements, including upgrades to Mount Edward Road and enhanced pedestrian facilities to accommodate future growth in the area.

It was explained that the three buildings will be connected through a shared underground parking and amenity structure. The underground level will contain parking, a pool, gymnasium, and common gathering areas, allowing residents of all three buildings to access these facilities. The design takes advantage of the existing grade change across the property, effectively concealing much of the underground parking beneath landscaped green roof areas.

5. New Business

There was no new business that arose.

6. Adjournment of Public Session

Moved by Councillor MacKinnon and seconded by Councillor McCabe that the Public Meeting adjourned. The meeting concluded at 7:43 PM

PLANNING AND HERITAGE
REPORT TO COUNCIL

October 13, 2026

The Design Review Board has not met since the last Regular Meeting of Council.

The Affordable Housing Advisory Committee has not met since the last Regular Meeting of Council.

The Heritage Board met on Monday, September 28, 2026; copies of the minutes are included in your package.

The Planning Board met on Monday, October 5 and again on Wednesday, October 7, 2026, copies of the minutes and reports are included in your package.

The Planning & Heritage Committee met on Wednesday, October 7, 2026: copies of the minutes and reports are included in your package.

A listing of Permit applications issued for September 2026 along with YTD will be forwarded at a later date.

Resolutions: Twelve (12)

Reading Papers:

First Readings: One
Second Readings: None

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES
MONDAY, SEPTEMBER 28, at 4:30PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Emile Gallant, RM**
	Councillor Julie McCabe	**Lucas MacArthur, RM**
	Councillor Norman Beck*	**Sharon Larter, RM**
	***arrived 5:15 PM**	**Tara Maloney, RM**
		Ken McInnis, RM
		Aaron Stavert, RM
Also:	**Mike Ruus, Dir. Int. Growth**	**Jason Doucette, IO/AA****
	Natalie Munn, HO	****minute taker**
	Brad Vince, PII, HO	
Applicants:	**Greg Munn, Munn Architecture Inc.**	
Regrets:	**Mayor Phillip Brown**	**Simon Moore, RM**
	Brad MacConnell, CAO	
	Donna Miller-Ayton, MGR, PH	

1. **Call to Order**

Chair Jankov called the meeting to order at 4:38 PM.

2. **Declaration of Conflicts**

Chair Jankov asked if there were any conflicts, Resident Member, Tara Maloney declared conflict for 2 Robertson Road and will exit Chambers during that presentation.

3. **Approval of Agenda**

Moved by Lucas MacArthur and seconded by Tara Maloney that the order of the agenda be amended to present items in the new order A, C, D, and B for Monday, September 28, 2026, be approved.

CARRIED

4. **Adoption of Minutes**

Moved by Sharon Larter and seconded by Emile Gallant that the minutes of Monday, August 24, 2026, be approved.

CARRIED

5. **Business arising from Minutes**

There was no business arising from the minutes.

6. **Reports:**

a) **91 Water Street (PID #335760)** – Application to complete Exterior Alterations

Summary:

It was said that the report was presented to review exterior alterations completed at 91 Water Street, a designated heritage property, without the required heritage permit. The purpose was to provide the Heritage Board with the background of the matter and seek direction regarding the appropriate outcome for the property.

It was stated that a City inspection conducted on April 22, 2026, identified exterior alterations that had been completed without the required heritage permit review or approval. These alterations included replacing the original asphalt shingle roof with an exposed-fastener metal roof and replacing wooden windows with vinyl windows.

It was also said that under the Heritage Preservation Bylaw, roof replacements involving a change in material and window replacements are considered minor heritage permit applications and must be reviewed before work proceeds. The bylaw further establishes restitution to a property's previous condition when development occurs without the permit required approval.

It was further explained that the application was initially reviewed as a minor application by the Heritage Officer. Because the proposed materials did not align with the bylaw's evaluation criteria or the Standards and Guidelines for Conservation of Historic Places in Canada, the application was rejected and the owners were advised of their options to either undertake restitution or seek further consideration by the Heritage Board.

It was noted that the Bonded Warehouse, located at 91 Water Street, is an important heritage resource dating from approximately 1859 to 1860. The building is valued for its association with Daniel Hodgson, its survival of the Great Fire of 1866, and its contribution to the historic Water Street streetscape.

It was highlighted that character-defining elements of the building include its brick construction, gable roof, historic window placement, stone detailing, shutters, and prominent location along Water Street. These features contribute significantly to the property's heritage value and historic appearance.

It was emphasized that the Standards and Guidelines for Conservation of Historic Places in Canada generally support repairing or replacing historic elements with materials that closely match the original appearance and character. Staff indicated that while some metal roofing products have been approved on heritage properties in the past, they were typically products that more closely reflected traditional roofing articulation and textures.

It was concluded that the Planning and Heritage Department had not been given the opportunity to provide guidance before the work was undertaken. Staff advised that more appropriate replacement materials could have included asphalt shingles or heritage-compatible metal shingles for the roof, and wood or other approved alternatives for the windows.

Discussion:

It was asked whether the property owners had obtained any permits before carrying out the work. Staff confirmed that the alterations, including the installation of the metal roof and vinyl windows, were completed without first obtaining the necessary heritage permit approvals. It was explained that the issue was only discovered when the property was being reviewed as part of a short-term rental licensing process.

It was stated that the Planning and Heritage Department had not been given the opportunity to work with the property owners before the renovations were completed. Staff indicated that there are heritage-compatible alternatives for both roofing and windows and noted that acceptable options might have been explored had the owners sought approval prior to undertaking the work.

It was also said that the property owners had expressed concerns regarding the financial impact of the situation. The applicants reportedly spent more than $30,000 on the roof replacement and advised that replacing it again with an approved heritage-compliant material could cost an additional $40,000. The owners indicated that they were not currently in a financial position to undertake further replacement work.

It was further explained that if the Heritage Board were to support the staff recommendation and reject the application, the matter would proceed into a compliance and enforcement process. Staff acknowledged that enforcement can be challenging and emphasized that the department generally strives to work collaboratively with heritage property owners to find acceptable solutions whenever possible.

It was expressed by members of the board that approving the application after the work had already been completed could create an undesirable precedent. Concerns were raised that other property owners might be encouraged to undertake unauthorized alterations and seek approval afterward if the board allowed the work to remain.

It was noted that the concerns extended beyond the visual appearance of the roof. One member highlighted potential technical issues associated with exposed-fastener metal roofing systems, including the possibility of water infiltration, loosening fasteners, trapped moisture, and long-term deterioration of the underlying roof structure if the roof had not been installed with appropriate detailing and flashing.

It was clarified that portions of the building visible in photographs, including a rear addition and differing brickwork, had been approved through previous planning and heritage processes. These alterations were not related to the current application and were completed by previous owners.

It was emphasized that property owners are responsible for ensuring that required permits and approvals are obtained before undertaking renovations on designated heritage resources. Several members observed that the applicants did not seek permits or consult with the City before proceeding with the work and therefore assumed the risk associated with unauthorized alterations.

It was further stated that the board has a duty to uphold the Heritage Preservation Bylaw and protect Charlottetown's heritage resources. Members indicated that failing to enforce the bylaw in this instance would weaken the effectiveness of the heritage conservation process and diminish the board's ability to preserve heritage properties in the future.

It was ultimately moved that the Heritage Board accept staff's recommendation and reject the application to retain the installed metal roof and vinyl windows. Members emphasized that the decision was difficult and that they sympathized with the property owners' circumstances.

It was concluded that, despite the financial hardship faced by the applicants, the board believed rejecting the application was the appropriate course of action.

MOTION:

Moved by Councillor McCabe and seconded by Lucas Macarthur that Heritage Board reject the application to install a metal roof and vinyl windows on the designated property at 91 Water Street, PID# 335760

CARRIED
(7-0)

b) 176 King Street (PID# 336271) – Application to Amend a Heritage Property

Summary:

Staff stated that the application concerned an amendment to the designated heritage resource located at 176 King Street (PID 336271). The amendment would allow the subdivision of a vacant portion of the heritage property while retaining and protecting the existing designated heritage dwelling.

Staff recommended that the Heritage Board approve the proposed amendment.

It was explained that the property, located within the 500 Lot Area and zoned Downtown Neighbourhood, was inadvertently subdivided in April 2026 without first obtaining Heritage Board approval. Once the oversight was identified, the lot was reconsolidated in September 2026. The owner now seeks formal heritage approval to subdivide the property and construct a single-family dwelling on the newly created eastern lot.

It was further noted that no alterations are proposed to the existing heritage building situated on the western portion of the property. The heritage designation applies to the building exterior and parcel, but not the interior. The application relates solely to the subdivision of the land and future development of the vacant eastern portion.

It was also said that the property's heritage value is derived from its architectural style, its association with several early Charlottetown residents, and its contribution to a neighbourhood containing numerous heritage homes of varying ages and styles.

It was noted that the current lot measures approximately 647 square metres and is significantly larger than most neighbouring lots along King Street. Lot size is not identified as a character-defining heritage element and that reducing the size of the property is not expected to negatively affect its heritage value. Following subdivision, the remaining lot would be more consistent with the size of surrounding properties.

It was highlighted that the portion proposed for severance contains no historic buildings or heritage features. Historical research indicated that the area once contained a garage that had long since been demolished. The designated heritage house would remain in its existing location and would continue to be preserved.

It was emphasized that the surrounding streetscape contains a wide variety of building ages, architectural styles, and lot configurations that have evolved through successive periods of development. A new dwelling on the vacant lot could be integrated into the neighbourhood while respecting the established character of the area.

Finally, it was recommended that Heritage Board approve the amendment to the designated heritage resource at 176 King Street. Staff concluded that the subdivision would not impact the property's character-defining heritage elements, would allow ongoing stewardship of the historic home, and would remain subject to all applicable planning approvals, zoning regulations, and 500 Lot Area design guidelines.

Discussion:

It was asked whether the proposed lot size and frontage met the required standards, noting that the house appeared to occupy a significant portion of the lot. The applicant explained that the subdivision required a minimum street frontage of approximately 34 feet and confirmed that the proposed lot has about 35.8 feet of frontage. It was further stated that this met the necessary planning requirements and was one of the reasons the subdivision had originally been approved.

It was also said that the proposal served as a positive example of balancing heritage preservation with the goal of increasing housing stock in Charlottetown. A committee member expressed support for the application and commended the effort made in bringing the proposal forward.

It was further explained by the property owner that considerable attention had been given to maintaining the character of the surrounding streetscape. The owner noted that the proposed home had been designed to be sympathetic to the neighbourhood’s existing appearance,

featuring traditional elements such as cedar shingles and architectural details intended to blend with nearby homes.

It was emphasized that discussions had taken place with neighbours and that preserving the area's character was a priority throughout the design process.

MOTION:

Moved by Emile Gallant and seconded by Ken McInnis that the Heritage Board approves the proposed amendment to the designated heritage resource located at 176 King Street (PID 336271)

CARRIED
(8-0)

*Councillor Beck Entered Chambers 5:15 PM

c) 88-90 Sydney Street (PID# 338053) – Application to Restore and Rehabilitate

Summary:

Staff stated that the application concerned the proposed exterior restoration of the designated heritage resource located at 88-90 Sydney Street (PID 338053). The purpose of the report was to obtain Heritage Board approval for restoration work that would preserve the building's heritage character while supporting the conversion of the structure into a nine-unit apartment building. Staff recommended approval of the proposed restoration.

It was explained that the building suffered significant fire damage on March 5, 2025, with the fire originating in a rear addition and spreading into the attic and roof structure. Subsequent exposure to weather over an eighteen-month period resulted in further deterioration. The roof could not be salvaged, the interior was extensively damaged, and much of the building required stabilization and reconstruction.

It was further noted that the new owner purchased the property approximately six weeks before the meeting and immediately undertook efforts to secure the structure. Damaged materials were removed, a temporary roof structure and tarp were installed to prevent additional weather damage, and structural assessments were completed to determine how the building could be restored.
It was also said that extensive research was conducted into the building's history and original appearance. Staff and the applicant determined that the house likely dates to 1847 and was originally constructed in the Georgian tradition. Historic evidence suggested that earlier architectural features included six-over-six windows, wide corner boards, and period-appropriate window trim similar to other historic buildings in the surrounding neighbourhood.

It was noted that much of the original heritage fabric had already been lost prior to the fire. Previous renovations had introduced vinyl windows, vinyl siding, metal siding, and numerous interior alterations. The applicant advised that little remained from the original 1847 construction other than the exterior shell itself.

It was highlighted that the rear addition, where the fire originated, was found to be structurally unsound and beyond repair. The addition will be demolished and replaced with a slightly larger structure that remains within applicable setbacks. The new addition will be designed to complement the historic building while remaining distinguishable through the use of simpler architectural detailing.

It was emphasized that restoring the building as a viable residential property requires making greater use of the attic space. To achieve this, the proposal includes the addition of Scottish dormers on the front elevation and a shed dormer at the rear. The applicant argued that such dormers are consistent with Charlottetown's architectural history and have precedent on other heritage buildings throughout the city.

It was explained that the restored building will feature authentic exterior materials, including wood siding, wood trim, cedar roof shingles, and historically appropriate architectural details. The applicant also proposed finishing the building in a traditional umber-coloured linseed oil paint to reflect paint colours commonly used during the Georgian period.

It was further noted that the project would reduce the number of residential units from twelve small apartments to nine larger and more functional units. The redesigned layout would provide three units per floor while creating safer access routes and improving the long-term viability of the building.

It was remarked by members of the Heritage Board that the restoration proposal represented a significant improvement to the property and a positive contribution to the streetscape. Board members praised both the architectural presentation and the commitment to restoring a heavily damaged heritage resource.

Finally, it was recommended that the Heritage Board approve the proposed exterior restoration of the designated heritage resource at 88-90 Sydney Street. The board expressed strong support for the project, recognizing its commitment to preserving the building's heritage character while returning the property to productive residential use.

Discussion:

It was remarked by Heritage Board members that the proposed restoration represented a significant improvement for the property. One member praised the architectural presentation and professional drawings, describing the project as an excellent facelift and expressing support for the application. The member further stated that they looked forward to seeing the completed restoration and indicated their willingness to move approval of the proposal.

It was asked how many residential units would be contained within the restored building. In response, the applicant clarified that the building currently contains twelve units but will be reconfigured to contain nine units upon completion of the restoration project.
It was further noted by a board member who had previously lived in the building that the structure once functioned as a duplex. The member recalled that the building was divided into two sides, with each occupying multiple levels, and described the house as considerably larger than its current interior layout suggests.

It was explained that over time the interior had been repeatedly altered and subdivided, resulting in a complex arrangement of small rooms and apartments. The applicant noted that the building had become heavily compartmentalized and that much of the original floor plan had been lost through successive renovations.

It was also said that the property held personal significance for at least one board member, who shared memories associated with the house and expressed enthusiasm about seeing the building restored. The comments reflected the community's connection to the historic property and its place within the neighbourhood.

It was clarified that while the building currently contains twelve apartments distributed across two floors, the proposed redevelopment would create nine larger units spread across three floors, including the rehabilitated attic level. The redesign is intended to provide more functional living spaces while enhancing the building's long-term viability.

Finally, it was indicated that members of the Heritage Board were supportive of the proposal, and no significant concerns were raised regarding the restoration plan. Discussion concluded with confirmation that the project would reduce the number of units from twelve to nine while preserving and enhancing the heritage character of the building.

MOTION:

Moved by Ken McInnis and seconded by Sharon Larter that the Heritage Board approves the proposed exterior restoration to the designated heritage resource located at 88-90 Sydney Street (PID# 338053)

CARRIED
(9-0)

d) 2 Robertson Road (PID# 1068535 and 192336) formerly 400 St Peters Road (PID# 192336) – Application to Complete Exterior Alterations

Summary:

Staff stated that the application concerns exterior alterations to the designated heritage property, Heartz Hall, located at 2 Robertson Road (PID 1068535 and PID 1192336), formerly known as 400 St. Peters Road. The purpose of the report is to review proposed accessibility improvements, including the addition and replacement of steps and the installation of a guardrail, and to obtain Heritage Board approval for these alterations. The proposed work is intended to improve accessibility while preserving the heritage character of the building.

It was explained that the application includes the request to replace previously approved pressure-treated wood steps, on the north and south side of the building, with preformed concrete steps. Reference was made to an earlier approval granted in June for pressure-treated wood steps; however, changes became necessary after site conditions were further assessed.

It was further noted that the originally proposed wood steps would have required the installation of helical piles. During the planning process, underground electrical and service infrastructure was identified in locations that would interfere with the required helical pile installation. As a result, preformed concrete steps were proposed as an alternative solution for both entrances, eliminating conflicts with underground services and reducing construction complexity.

It was also said that the preformed concrete steps would provide a cost savings of approximately $2,000 per set when compared to the originally approved pressure-treated wood design. Elevation drawings and site plans were presented to show the location of the new steps, landings, and guardrail, including the entrance facing St. Peters Road and the secondary entrance.

It was highlighted that the proposed work will improve long-term accessibility to Heartz Hall while maintaining its heritage form, character-defining elements, and overall heritage integrity. The alterations are considered reversible and are not expected to negatively affect any significant heritage features of the property.

Finally, it was recommended that the Heritage Board approve the proposed replacement of the previously approved wood steps with concrete steps, along with the addition of new concrete steps and related accessibility features at Heartz Hall. Staff concluded that the proposed changes meet accessibility needs, preserve the heritage resource, avoid impacts on underground services, and provide a more cost-effective solution.

Discussion:

Members of the Heritage Board discussed whether the proposed switch from pressure-treated wood steps to preformed concrete steps was appropriate for the Heartz Hall project. Concerns were raised regarding the rationale for changing the approved design, particularly given the significant public investment already committed to restoring the heritage property. One board member expressed difficulty supporting the change, noting that if wood steps were the preferred heritage option, the project should continue to follow that direction despite the additional costs involved.

It was explained that the original approval granted in June included pressure-treated wood steps. However, after further site investigation, it was discovered that helical piles required to support the wood steps would conflict with underground electrical infrastructure and other services. Staff noted that avoiding these conflicts through the use of preformed concrete steps would reduce construction complexity and lower costs.

It was further noted that concrete steps were not considered unacceptable from a heritage perspective. Staff indicated that similar concrete steps exist on other heritage properties throughout the city and that the proposed concrete structures would still satisfy accessibility and safety requirements. A board member questioned whether concrete steps would have been historically appropriate, prompting discussion about the balance between heritage authenticity and modern construction standards.

It was also said that the key issue was not whether wood was inherently better than concrete, but rather that the applicant's original proposal had specified wood steps. Staff clarified that the heritage board did not specifically require wood in the earlier approval; rather, it had approved the design that was submitted at that time.

It was emphasized that the proposed concrete steps would remain largely out of public view, with one being located at a newly created entrance and the other replacing an existing set of modest secondary steps. Staff further noted that the main entrance and accessibility ramp would continue to feature pressure-treated wood, preserving a wood-clad appearance at the building's primary point of access.

It was highlighted that the concrete steps offer an important benefit from a heritage conservation standpoint because they are reversible. Since the structures would not be attached directly to the historic building, they could be removed in the future without causing damage to the heritage resource. Staff suggested that this reversibility aligns with accepted heritage conservation principles and provides flexibility for future changes.

Finally, it was clarified that the matter is not a strict black-and-white heritage issue. Staff advised that both wood and concrete can be acceptable solutions depending on the circumstances and the design proposed by the applicant. Reference was made to another heritage property where a concrete porch had previously been approved because it was determined to be compatible with the property's historic character and consistent with the heritage bylaw. The discussion concluded with the understanding that the proposed concrete steps were considered an appropriate, practical, and reversible alternative while maintaining the building's heritage integrity.

MOTION:

Moved by Emile Gallant and seconded by Kenny McInnis that the Heritage Board approves the proposed replacements and additions of the steps to the designated heritage resource located at Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336).

CARRIED
(8-0)

7. **New Business**
   There was no new business.

8. **Adjournment**
   Moved by Councillor McCabe and seconded by Lucas MacArthur that the meeting be adjourned.

CARRIED
(9-0)

The meeting was adjourned at 6:10 PM

_____
Deputy Mayor Jankov, Chair

City of Charlottetown Committee Report

Report No: HERT-2026-09-06

Date:
September 28, 2026

Directed to Council through the following Committee:
Heritage Board

Applicant: Buwen Zhang

Reporting Department:
Planning and Heritage Department

Other Associated Departments:
None

Prepared by:
Brad Vince, RPP, MCIP - Planner II & Heritage Officer

Attachments:

a) 1878 Panoramic View of Charlottetown Map
b) Metal Roof
c) Vinyl Windows
d) Original Wooden Window
e) Heritage Permit
f) Applicants Additional Information

Report Title:
Exterior Alterations to a Heritage Property, 91 Water Street (PID 335760), without a Heritage Permit.

Report Purpose:
To review the exterior alterations undertaken at 91 Water Street without the required Heritage Permit and to present the matter to the Heritage Board for consideration and determination of the appropriate outcome for the property.

Staff Recommendation:
That Heritage Board reject the application to install a metal roof and vinyl windows on the designated property at 91 Water Street, PID# 335760

Report Details:

91 Water Street (PID 335760) is a designated Heritage Resource located in the Downtown Mixed-Use Neighbourhood (DMUN) Zone of the 500 Lot Area.

On April 22nd, 2026, a site inspection was completed by the City of Charlottetown Planning and Heritage Department, to verify compliance with National Building Code, the Short-Term Rental Licensing Bylaw, and the Heritage Preservation Bylaw.

Regarding the Heritage Preservation Bylaw, it was determined that exterior alterations were made to the designated heritage property without the required heritage permits. These alterations included replacing a shingle asphalt roof with a metal roof and replacing wooden windows with vinyl windows.

Report Details Cont'd:

Under the *Heritage Preservation Bylaw,*

> *Section 5.2 Conditions on Heritage Permits, ss. 5.2.2 The Heritage Officer, Heritage Board and/or Council may place conditions on a Heritage Permit in relation to: d. requiring restitution to a previous state, where Development has proceeded without approval.*

In this case the original application was reviewed as a minor application, as per the *Heritage Preservation Bylaw,*

> *Section 4.2.3 Minor Application*
> *a. A Heritage Permit application is considered a minor application if it involves:*
> *ii. Exterior Building repairs, Alterations and maintenance, including siding and roofing where a change in material or design is proposed.*
> *iii. Window or door replacements in existing openings.*
> *b. Minor Applications are subject to an internal review by the Heritage Officer.*
> *c. Notwithstanding any other sections of this by-law, Heritage Permits for minor applications may be approved by the Heritage Officer. The Heritage Officer may at their discretion refer the application to the Heritage Board.*
> *d. If the application is rejected, the applicant may:*
> *i. Revise the application and resubmit; or*
> *ii. Request the application be processed as a non-substantive application, whereas the Heritage Officer shall prepare a Heritage Assessment Report and shall make a recommendation to the Heritage Board on the disposition of the Heritage Permit application. The disposition of the application shall be determined as per the Non-substantive application process below.*

Further, the bylaw establishes evaluation criteria in section 5,

> *In evaluating an application for a Heritage Permit involving a Building or Structure, the Heritage Officer, Heritage Board and/or Council shall review the compatibility of the proposed Development in relation to the original and/or existing Building or Structure, including the following:*
>
> *a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;*
> *b. The original character, construction and architectural details;*
> *c. The original or existing materials;*
> *d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;*
> *e. The size and alignment of existing doors and windows;*
> *f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;*
> *g. The pitch, direction and arrangement of the roof and any associated chimney;*
> *h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and*
> *i. Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.*

Report Details Cont'd:
The proposed materials, a metal roof and vinyl windows, did not align with point c. the original or existing materials and were therefore rejected. The Heritage Preservation Bylaw is explicitly clear in section 6.5.1 *When the existing structure has wooden windows, the new windows shall also be wooden*.

When applications are made with proposals to change to materials that do not align with the Heritage Preservation Bylaw or the Standards and Guidelines of Historic Properties in Canada, Heritage Officers generally try to compromise with applicants and approval may be requested from the Heritage Board. Since these renovations are already completed, the Planning and Heritage Department was not given that opportunity to seek approval prior to the exterior alterations.

Given that the application did not align with the bylaw, the application to install a metal roof and vinyl windows was rejected on July 22, 2026. The applicants were informed that they could either complete the restitution as per the conditions of the rejected Heritage Permit or request the heritage permit application be processed as a Non-Substantive Application. Whereas the Heritage Officer shall prepare a Heritage Assessment Report and shall make a recommendation to the Heritage Board on the disposition of the Heritage Permit application.

The applicants have opted to proceed with the option to proceed as a non-substantive application and be reviewed at Heritage Board. The applicants also requested that appendix f) be shared as part of the Heritage Assessment Report.

Property History

The Bonded Warehouse is a three storey, brick commercial building located on Water Street. Originally used as a bonded warehouse for the Customs Department, the large building has been renovated and now houses offices. The designation (1979) encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of the Bonded Warehouse lies in its role in the history of Charlottetown, its association with chief coroner, Daniel Hodgson (1803-1883) and its importance to the Water Street streetscape.

Coroner, Daniel Hodgson had the warehouse built in 1859-1860. It was rented to the Customs Department for use as a bonded warehouse. This is a warehouse where goods are stored without excise or customs duties being charged until after they are removed from the warehouse. The shutters were made of iron and likely deterred theft of the goods inside. Built to last, it not only survived the Great Fire of 1866, it stopped the fire from moving any further.

Hodgson worked in a number of posts throughout his career. He was appointed chief coroner in 1830 and later, in 1839, he was selected to serve as Prothonotary (which meant he had the power to sign and affix the seal of the court to all applicable documents) and Clerk of the Crown. In 1853, during the absence of Judge Charles Young, Hodgson was appointed as Judge of Probate. Among his many roles, he also served as Commissioner for issuing treasury notes, Commissioner for affidavits in the Supreme Court and Clerk of the Crown for Justices of the Peace in 1864.

Merchant, Edward Kelly advertised the warehouse for rent in 1905. Kelly was a successful local merchant who owned property all over Charlottetown. Other occupants of the building include E.T. Higgs and the J.W.

Windsor Company.

The warehouse has changed little since it was built. It has been renovated over the years and now houses office space rather than goods. Located on a street with a range of early to mid-19th century architecture, the Bonded Warehouse is unique and compliments the streetscape. It is an important reminder of the role Water Street played in the commercial history of the city, when many seafaring vessels brought goods to and from the Island capital.

Character-Defining Elements

The following character-defining elements illustrate the heritage value of the Bonded Warehouse:

- The overall massing and solid brick construction of the building
- The style and placement of the brick and stone throughout the facade, including the freestone lintels and sills
- The placement and style of the windows, including the large windows on the second and third floors
- The placement and style of the double doors. The doors had been moved to their central location at some point in the building's history, however the door was once located below where the western first floor window sits.
- The shutters on the facade of the building. The areas where the shutters were once fastened on the sides of the building are still visible.
- The gabled roof

Other character-defining elements of the Bonded Warehouse are:

- The location of the building on Water Street

The Standards and Guidelines for the Conservation of Historic Places in Canada
https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf

4.3.3 Roofs
The need for regular replacement makes roofs vulnerable to changes that may affect their heritage value. Careful attention must be given to the detailing, pitch, exposure, material and shape when replacing a roof.

Recommended
Understanding the roof and how it contributes to the heritage value of the historic building.

Recommended
Replacing in kind extensively deteriorated or missing parts of roof assemblies where there are surviving prototypes.
Not Recommended
Replacing an entire roof element, such as a dormer, when limited replacement of deteriorated and missing parts is possible. Using a substitute material for the replacement part that neither conveys the same appearance as the surviving parts of the roof element, nor is physically or visually compatible.

Analysis & Conclusion:
Historically, the roofing material for most residential properties in Charlottetown was wood shingles. Over time and perhaps with some fire concerns, asphalt shingles gained popularity from approximately 1930 onwards. Increasingly, metal roofs are becoming the desired option on buildings. Several requests for metal roofs have been approved on designated heritage resources. However, only metal roofing which closely resembles the appropriate texture and scale of traditional roofing has been supported on these resources. In the past, metal shingle roofs have been approved, following consideration and approval from the Heritage Board, prior to the alteration.

The important aspect of this application review is that the work was completed without the appropriate Heritage Permit approval. Therefore, the Planning and Heritage Department was never given the opportunity to support the property owner with guidance on acceptable interventions for the exterior alteration, where a change in material was being proposed on a designated heritage resource.

Materials that may be acceptable for roof replacement, pending further review, could be asphalt shingles, metal shingle roof, alternative material shingling. As for the windows, natural or engineered wooden windows are desired, but fiberglass or aluminum clad may also be deemed an appropriate alternative material.

Given that the exterior alterations do not meet the appropriate materials for windows and texture of roofs on heritage resources, the Planning and Heritage Department recommends that Heritage Board reject the application to install a metal roof and vinyl windows on the designated heritage property at 91 Water Street PID 335760.

Council or Committee History:
None.

Financial Implications:
None.

Public Engagement and Communication:
None.

Legislative Authority:
City of Charlottetown Heritage Preservation Bylaw
Heritage Places Protection Act

Strategic Alignment:
Infrastructure and the Environment

Submitted by:
Brad Vince, RPP, MCIP



Planner II & Heritage Officer

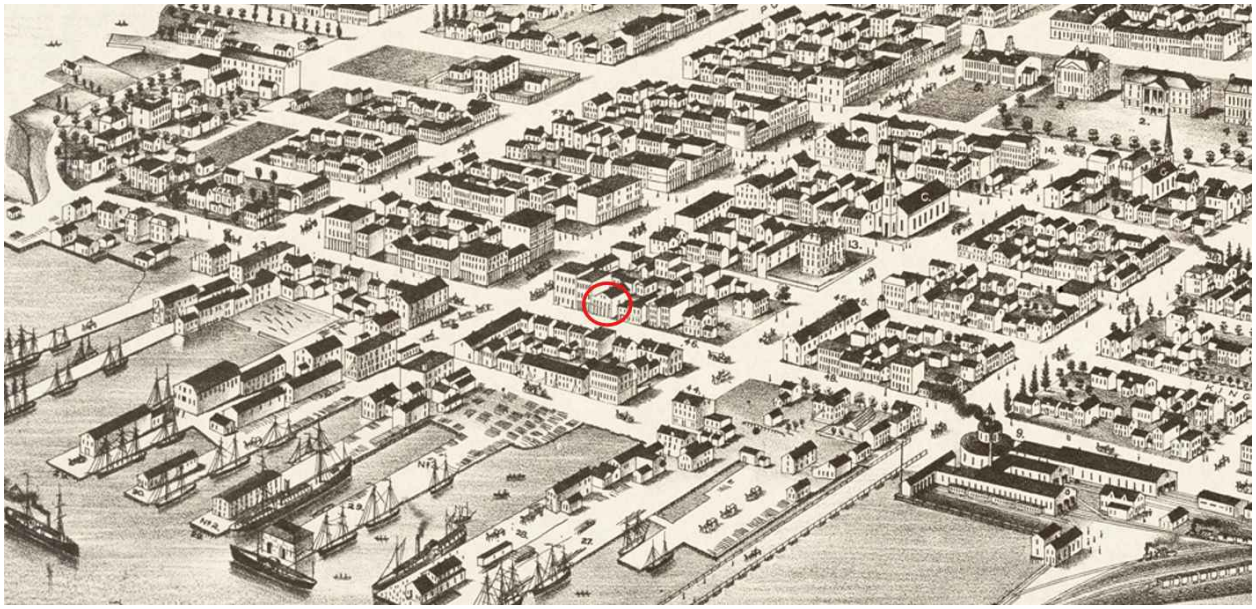
Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Appendix

a) 1878 Panoramic View of Charlottetown Map



b) Metal Roof

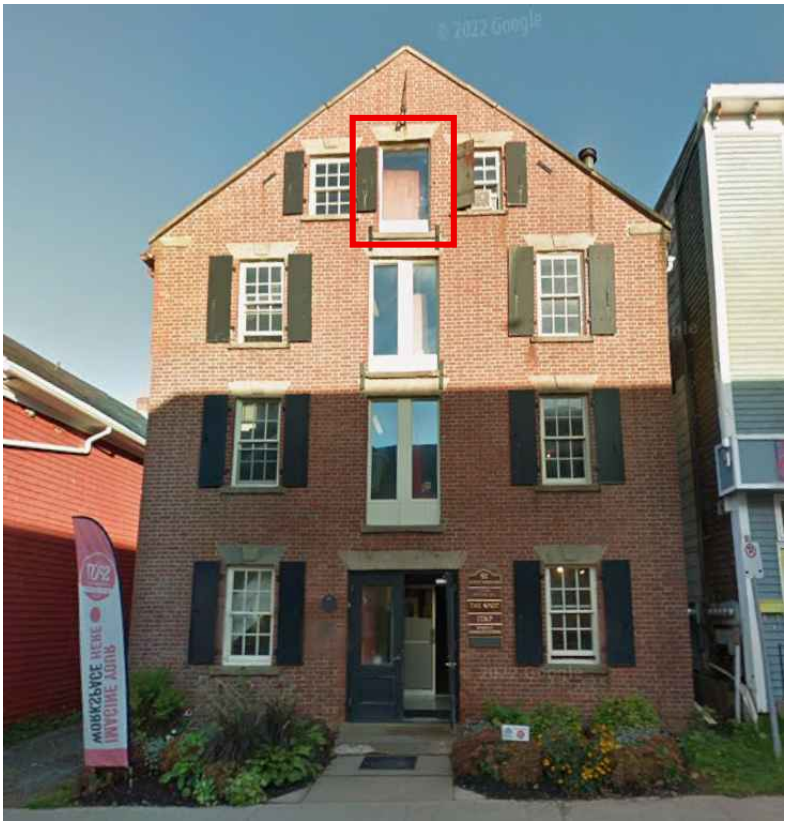


g) New Vinyl Windows





h) Original Wooden Window



CHARLOTTETOWN
Planning & Heritage Department

Permit #	019-HRT-26
File #	26-603
PID #	335760
Zone	DMUN

Phone 902-629-4158 | Fax 902-629-4156 | planning@charlottetown.ca | www.charlottetown.ca

HERITAGE PERMIT

POST THIS IN A CONSPICUOUS LOCATION DURING CONSTRUCTION

This document certifies that **Buwen Zhang**
of [redacted]
has been rejected for a Permit to complete exterior building alterations **to install a metal roof and replace existing wooden windows with vinyl windows.**
at the location of **91 Water Street**

Provided that the person accepting this permit shall in every respect conform to the City of Charlottetown Zoning & Development Bylaw, The Building Code Bylaw, and any other provisions set by the City of Charlottetown.

Any violation of the terms or conditions listed below may be deemed cause for revocation of this permit.

	Division	Condition
1.		The alterations made to the roof and windows, without approval, must be restored to its previous state, prior to the alterations.
2.		Must restore the metal roof to an asphalt shingle roof.
3.		Must restore the vinyl windows to wooden windows.

Approved By

Heritage Officer: Brad Vince Date: 07/22/2026
Name Signature

THIS IS NOT AN "OCCUPANCY PERMIT"

If you require a Building & Development Permit you must apply for a separate Permit.

Outlook

Re: 91 Water St - Heritage Application

From Vince, Brad <bvince@charlottetown.ca>
Date Tue 2026-09-08 9:53 AM
To Saifee Ghadiyali <[redacted]>; Katherine Hamilton <[redacted]>; Olivia <[redacted]>
Cc Mavani, Digen <dmavani@charlottetown.ca>; Christiaans, Jozeph <Jchristiaans@charlottetown.ca>

Hi Saifee,

Please accept my apologies for the delayed response as I am getting caught up on my emails received during my five-week leave.

Thank you for informing me that you would like to proceed with **Option 2** - Process the heritage permit application to Heritage Board as a non-substantive application. The Heritage Board meeting will take place on **September 28 at 3:30pm**.

As I mentioned in my previous email, I will prepare the Heritage Assessment Report with a recommendation to the board. Please be assured that I will include all of the background information that you have provided in the report.

I will follow up in the next few weeks if I require any additional information for the report.

Thank you,

Brad Vince, RPP, MCIP
Planner II - Policy
Heritage Officer

City of Charlottetown
Planning & Heritage Department
70 Kent Street, Charlottetown,
Prince Edward Island, Canada, C1A 1M9
Office: 902-629-4158
Cell: 902-388-0443
Email: bvince@charlottetown.ca

www.charlottetown.ca

CHARLOTTETOWN
Great things happen here.

From: Saifee Ghadiyali <[redacted]>
Sent: July 30, 2026 11:28 PM
To: Vince, Brad <bvince@charlottetown.ca>; Katherine Hamilton <[redacted]>; Olivia <[redacted]>
Cc: Mavani, Digen <dmavani@charlottetown.ca>; Christiaans, Jozeph <Jchristiaans@charlottetown.ca>
Subject: Re: 91 Water St - Heritage Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Brad,

Thank you for your detailed review of the Heritage Permit application for 91 Water Street and for taking the time to clearly outline the available options.

After carefully reviewing your email and discussing the matter with the property owners, they have decided to proceed with **Option 2** and respectfully request that the Heritage Permit application be processed as a non-substantive application and presented to the Heritage Board.

Before the Heritage Assessment Report is prepared, we would like to provide some additional background regarding the roof replacement and respectfully ask that these circumstances be considered as part of the Board's review.

The roof was replaced after the property sustained significant damage during a hurricane. Due to the age and deteriorated condition of the existing roof structure, the contractors recommended installing a metal roof as the safest and most durable solution to protect the building from future storms. The owners' intention was never to alter or diminish the heritage character of the property, but rather to preserve and protect the building following an emergency situation.

The owners fully acknowledge that the work was completed without first obtaining a Heritage Permit. They understand the importance of the Heritage Preservation Bylaw and appreciate the time and effort that the Planning & Heritage Department has dedicated to reviewing this matter.

Unfortunately, restoring the roof to its previous state would create a significant financial hardship. The original roof replacement cost approximately CAD $35,000, and the owners have been advised that removing the existing roof and installing a replacement that complies with the original heritage requirements could cost approximately CAD $40,000–$50,000. At this time, that expense is simply not financially feasible.

In addition to the financial burden, the owners are also concerned about the long-term protection of the building. Should the property sustain damage from a future hurricane or other significant weather event, they could once again face substantial repair costs and potentially another heritage approval process before being able to adequately protect the building. Their goal is to preserve the building for the long term while using a roofing material they believe provides greater durability and protection against future storm damage.

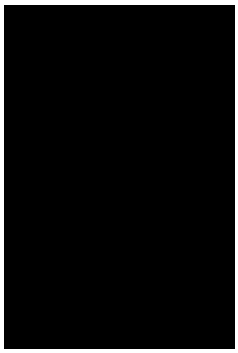
We respectfully ask that these circumstances be included as part of the Heritage Assessment Report and presented to the Heritage Board for its consideration.

If there is any additional information or supporting documentation that would assist in the preparation of the Heritage Assessment Report, please let us know. We would be happy to provide photographs,

contractor information, invoices, or any other documentation that may be helpful.

Thank you again for your time, professionalism, and assistance throughout this process. We appreciate the opportunity to have the application considered by the Heritage Board and look forward to hearing from you regarding the next steps.

Kind regards,



Saifee Ghadiyali
CEO
AirbnbUp



City of Charlottetown Committee Report	**Report No:** HERT-2026-09-07 **Date:** September 8, 2026
Directed to Council through the following Committee: Heritage Board	**Applicant:** Public Works Department**,** City of Charlottetown
Reporting Department: Planning and Heritage Department	**Attachments:** • Appendix A Previous Ramp and Steps – Photos • Appendix B Proposed Exterior Renovations
Other Associated Departments:	
Prepared by: Natalie Munn, Heritage Officer	

Report Title:

Exterior Alterations to a Designated Heritage Property Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336) formerly 400 St Peters Road (PID# 192336)

Report Purpose:

To review the proposed addition of steps at the north (or St Peters Rd side) and replacement of wood steps and the addition of a guardrail on the south side of the designated heritage resource at 2 Robertson Road (PID 1068535 and 192336) and to seek Heritage Board's approval for these alterations to the building. The additions will improve the building's accessibility and maintain the heritage character of the property.

Staff Recommendation:

That the Heritage Board approves the proposed replacements and additions of the steps to the designated heritage resource located at Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336).

Report Details:

Background

Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336) is a Designated Heritage Resource located in Ward 10, East Royalty. The PIDs are zoned R2 and OS respectively. Following:

- The 2023 Heritage Board approval to rotate and relocate the building to face Robertson Road
- The 2025 Heritage Board approval to add a door on the north (St Peters Road) side of the building to meet the National Building Code, replace the wood siding and trim, and replace the doors and windows
- And a June 2026 approval to replace a pressure treated wood barrier free entrance ramp that had been on the side of the building when it was oriented toward the St Peters Road, as well as add steps to the entrances on the sides of the building. The applicant has asked for Heritage Board to consider concrete steps instead of pressure treated steps at the new entrance on the north or St Peters Roadside of the building and the south side entrance due to cost and potential conflict between helical piles and underground electrical services. The pressure-treated ramp on the front of the building as previously proposed in June will remain.

Report Details Cont'd:

Application

The application includes:

- Replacement of pressure treated steps with concrete steps and addition of a landing and guard rail on the south side of the building.
- Addition of concrete steps and landing to access the north (St Peters Road) side of the building.

PROPERTY HISTORY

Description of Historic Place

Heartz Hall is a Carpenter's Gothic inspired, wood framed former community hall. Lieutenant Governor Frank Heartz (1871-1955), a prominent businessman and farmer, built the community hall in the 1920s and gave it to the community of East Royalty. The designation includes the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of Heartz Hall lies in its association with Lieutenant Governor Frank Richard Heartz, its importance to the former community of East Royalty which is now part of the City of Charlottetown since amalgamation in 1995, and its Carpenter Gothic architectural style.

Hon. Frank Richard Heartz built the Heartz Hall in the 1920s for the district of East Royalty. It was built on land that was once part of the large Heartz Family Farm. The Heartz family was a Loyalist family who came to Prince Edward Island from the United States. A descendant of the family, Frank Richard Heartz was a successful banker, business director and rancher. Active politically, he ran unsuccessfully for the district of 1st Kings in 1909. Heartz was appointed Lieutenant Governor on 8 September 1924 and served until 29 November 1930.

Heartz's father, Benjamin was a successful businessman but also an avid farmer, who imported livestock. Among his imported livestock were Percheron horses and what was said to be the first herd of Holstein cattle on the Island. The beautiful farm eventually passed into the hands of Frank Richard Heartz. Unfortunately, the farm was hit hard when one of the barns was destroyed by fire in 1908. Damage was estimated at twenty thousand dollars ($20, 000). Whether this financial loss prompted Heartz to offer the farm for sale in 1909 is unclear. The 12 January 1909 edition of the local newspaper, the Daily Examiner, described the farm as being 72 acres with a stable and a home. An auction sale of Heartz's Clydesdale horses was advertised in the same newspaper.

The property did not sell in 1909, and it was re-offered for sale a second time in 1915. The Parkman family purchased the land, but Heartz carved out a small piece of the property that ran along the St. Peters Road where he constructed a community hall. On the 16 February 1927, Heartz created a trust and gave the building to the District of East Royalty. Later in 1977, the Village Commissioners of East Royalty became the legal trustees of the building via a private act of

the Legislative Assembly. Once the City of Charlottetown amalgamated with surrounding areas, including East Royalty, the title of the property automatically became the property of the City of Charlottetown. A beautiful gift to the community, the Heartz Hall is a monument to the generosity of Frank Richard Heartz.

The Heartz Hall was influenced by the Carpenter Gothic style. The style is a Canadian adaptation of the Gothic style in which the buildings are constructed of wood. Very popular in the Maritime Provinces, it was used a great deal for churches. The buildings are generally white with black or blue trim and contain Gothic elements such as the emphasis on vertical proportions, steeply pitched roofs and pointed arched windows. The Heartz Hall is a well-preserved example of this style in the city.

Character-Defining Elements

The following character-defining elements illustrate the Carpenter Gothic inspired heritage value of Heartz Hall:

- The wooden construction of the building, with its various types of siding including a pediment of board and batten at the top of the tower
- The style and placement of the windows, including the paired windows with round arches above, as well as the centrally placed window with a pointed arch transom light
- The placement of the door at the south side of the centrally placed porch. The door is a replacement, and the sidelight has been filled in with a panel, but the scale has been maintained.
- The steep gable roofs
- The tower on the front of the building, with its steeply pitched roof and board and batten siding near the roof
- The addition on the back of the building
- The plain black and white sign on the front of the building that reads “Heartz Hall East Royalty”

Other character-defining elements of Heartz Hall include:

- The location of the building on the St. Peters Road

POLICY FRAMEWORK

Bylaw Requirements

In accordance with Section 4.2.4 of the Heritage Preservation By-law, this application is considered a Non-Substantive Application, ss. a. iii. Decks and other projections.

In accordance with the Heritage Preservation Bylaw Section 5, Evaluation Criteria for Heritage Permits, the Heritage Officer and Heritage Board will review the compatibility of the proposed renovations in relation to the criteria listed in Section 5.1.1., listed below, and provisions listed in Section 6 which includes:

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;
b. The original character, construction and architectural details;
c. The original or existing materials;

d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;
e. The size and alignment of existing doors and windows;
f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;
g. The pitch, direction and arrangement of the roof and any associated chimney;
h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and
i. Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

c) Investigate options for adopting flexible development regulations for heritage properties, understanding that conservation and maintenance of heritage character is of primary importance.

The Standards and Guidelines for the Conservation of Historic Places in Canada
https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf

Standard 10

Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.

Standard 11

Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.

Standard 12

Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.

ANALYSIS:

In June, it was proposed that two new sets of steps be constructed on the north and south side of the building. Due to a potential conflict between helical piles and underground electrical service, as well as a significant cost reduction, the applicant has proposed that preformed concrete steps be used.

Both entrances are on the sides of the building and are less impacted by the change in material. Neither entrance alteration effects the character defining elements. While pressure treated wood would have been preferred, the concrete steps will be safer than what was previously on the south side entrance.

Conclusion:

The proposed work to Heartz Hall, 2 Roberston Road (PID# 1068535 and 192336), will improve the longevity and

accessibility of the building in the long term while conserving its form, character-defining elements and heritage integrity.

Council or Committee History:
Heritage Board approved the relocation and reorientation of the building in 2023.
Heritage Board approved the exterior renovations, wood siding and trim, door and window replacement, addition of a flat panel door on the north side in September 2025.
Heritage Board approved the addition of pressure treated ramp and steps to the north and south sides of the building.

Financial Implications:

None

Public Engagement and Communication:

None

Legislative Authority:
City of Charlottetown Heritage Preservation Bylaw
The Standards and Guidelines for Conservation of Historic Places in Canada

Strategic Alignment:
Infrastructure and the Environment Community Building and Placemaking

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

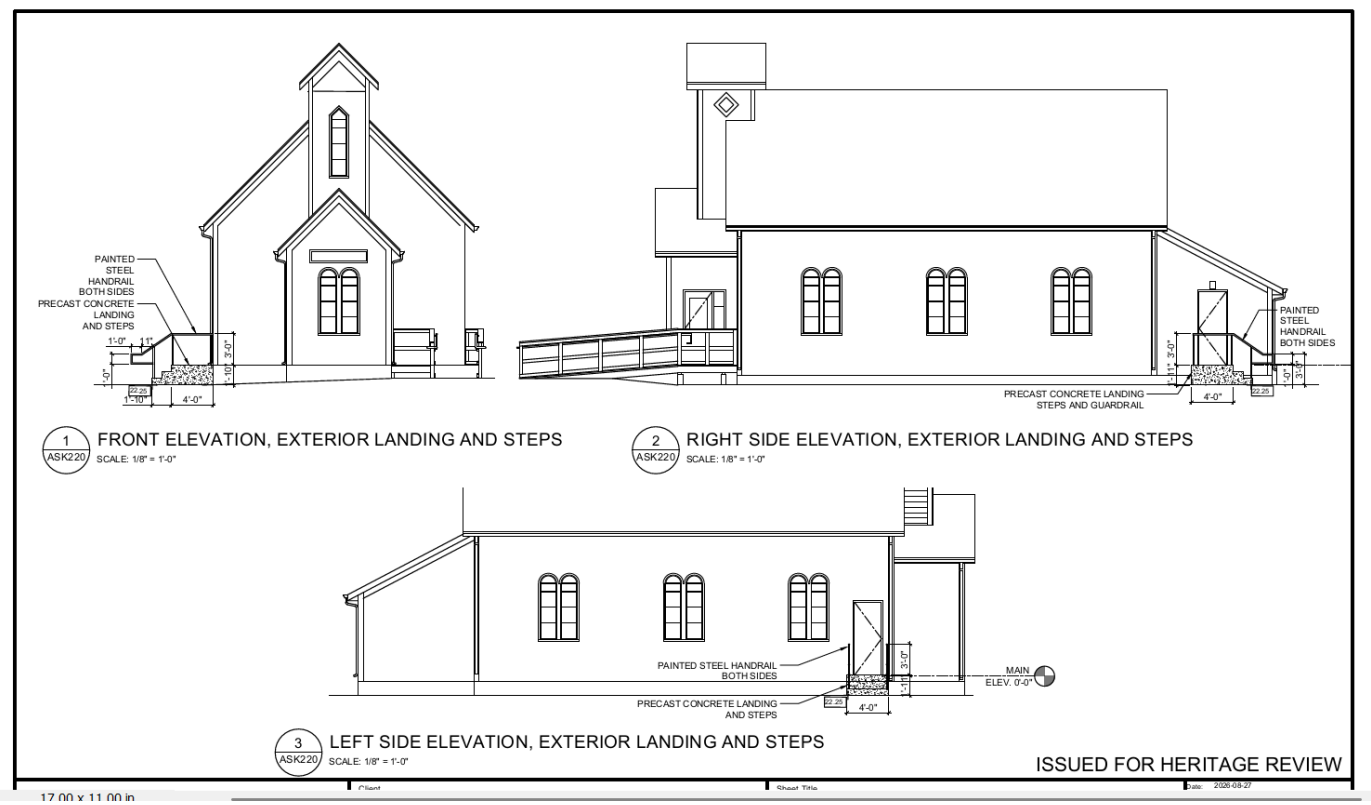
Committee Recommendation: (if differing from staff)

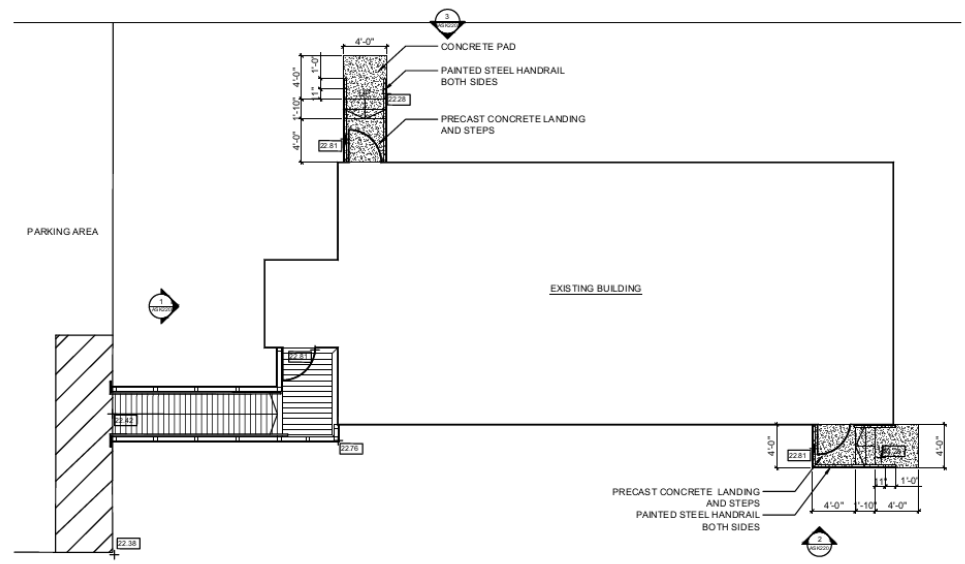
Attachments:

Attachment “A” – Previous Ramp and Steps



Attachment “B’ – Proposed Exterior Renovations





1 ASK219 MAIN FLOOR, EXTERIOR LANDING AND STEPS
SCALE: 1/8" = 1'-0"

STAIR CONSTRUCTION (PUBLIC):
- RUN (MIN. NOSING TO NOSING): 11" / 280 MM
- RUN (MAX. NOSING TO NOSING): NO LIMIT
- RISE MAX. 7" / 180 MM, MIN. 5" / 125 MM.
- NOSING OVERHANG: MAX 3/4" / 19 MM.
- GUARDRAIL: GUARD TO BE MIN. 42.5" / 1080 MM HIGH ABOVE NOSING OF STAIR TREAD AND LANDING.
- HANDRAIL: 3'-0" / 915 MM HIGH ABOVE NOSING OF STAIR TREAD (BOTH SIDES). EXTEND HANDRAIL ONE TREAD DEPTH + MIN. 1' - 0" / 300 MM HORIZONTAL AT BOTTOM OF STAIRS. HANDRAIL AT TOP OF STAIRS TO BE MIN. 1' - 0" / 300 MM HORIZONTAL. HANDRAIL DIAMETER TO BE MAX. 1-5/8" / 43 MM DIA.
- PROVIDE ENCLOSED RISERS

ISSUED FOR HERITAGE REVIEW

COLES
Architecture + Engineering + Project Management
Suite 201, 85 Fitzroy Street
Charlottetown, PEI, Canada, C1A 1R6
Phone (902) 368-2300
www.colesassociates.com

Client: City of Charlottetown
Project Title: Heartz Hall Building Upgrades Phase 2:Interior Fit-Up
Sheet Title: Main Floor Plan Exterior Landing and Steps
Date: 2026-08-28
Drn By: AJW/JVJ
Chk By: SDM
Project Number: 231058
Drawing Number: ASK219

City of Charlottetown Committee Report

Report No: HERT-2026-09-08

Date:
September 28, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Natalie Munn, Heritage Officer

Applicant: Keir Lowther

Attachments:

- Attachment A: Subject Property
- Attachment B: Subdivision Plan
- Attachment C: Photo of Subject Property and streetscape from the East
- Attachment D: Photo of Subject Property and Designated Property at 172 King Street
- Attachment E: Photo of Streetscape across the Street with Designated Property in Centre

Report Title:
Amendment to a Designated Heritage Resource, 176 King Street (PID 336271)

Report Purpose:
To amend a vacant portion of the designated heritage property at 176 King Street (PID 336271)

Staff Recommendation:
That the Heritage Board approves the proposed amendment to the designated heritage resource located at 176 King Street (PID 336271)

Report Details:

Background

176 King Street (PID 336271) is a designated heritage resource in Ward 1, within the 500 Lot Area, and is zoned Downtown Neighborhood. The property was subdivided in error on April 22, 2026. When it was discovered that the process to approach Heritage Board before subdividing a designated heritage property was not followed, and since the property owner would like to construct a single-family dwelling next to his home at 176 King Street, the lot was then reconsolidated in September 2026. The owner does not propose any alterations to the designated heritage property that sits on the western portion of the lot. Instead, the owner is seeking Heritage Board's approval to subdivide the property and construct a single-family dwelling on the created vacant eastern portion.

Description of Historic Place

176 King Street is a wood framed Maritime Vernacular Cottage located in the southeastern part of Charlottetown. It features a symmetrical facade with a large central roof dormer. The area was settled quite early and contains a number of heritage homes of varying ages and architectural styles. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 176 King Street lies in its association with various residents of Charlottetown, its Maritime Vernacular influenced architecture, and its contribution to the streetscape.

Barbara Lelia Alice Brecken, wife of successful shipbuilder and businessman, James Peake, originally owned the land on which 176 King Street stands. In 1855, she sold part of the lot to John P. Oxley, a blockmaker, for 108 Pounds. It is unclear when the home was built, but three years later, before Oxley emigrated to New Zealand, he sold the property and the deed specifically mentioned a house.

The new owner, a local butcher by the name of John Blake, left the house to his wife with the stipulation that it eventually be given to their son Maurice, who was then a minor. When Maurice married Joanne Grimes in 1874, tradition tells us that he received the home as a wedding gift from his mother.

Like a number of homes in the area, 176 King Street was influenced by the Maritime Vernacular Cottage style - a common style in mid 1800s Charlottetown. A distinctively Maritime style, its features include a rectangular plan, a central doorway and a large, centrally placed dormer. Located in an area with a variety of heritage homes, including a similarly styled house across the street at 175 King Street, the well-kept home helps support the streetscape.

Character-Defining Elements

The following Maritime Vernacular Cottage influenced character-defining elements contribute to the heritage value of 176 King Street:
- The overall massing of one and one half storey house
- The wood cladding
- The placement and size of the sash windows, including the paired windows of the dormer and the two windows on either side of the centrally placed door
- The placement and size of the doors, particularly the centrally placed front door
- The pitch of the roof which has been extended on the back of the home giving a saltbox appearance
- The central placement of the large dormer
- The wooden cladding, especially the narrow cladding on the sides
- The placement of the two separated brick chimneys

Other character-defining elements include:
- The location of the building on King Street and its physical and visual relationship to its streetscape

POLICY FRAMEWORK

Bylaw Requirements

In accordance with Section 4.2.4 of the Heritage Preservation By-law, this application is considered a Non-Substantive Application, ss. a. vi A subdivision or consolidation.

In accordance with the Heritage Preservation Bylaw Section 5, Evaluation Criteria for Heritage Permits, the Heritage Officer and Heritage Board will review the compatibility of the proposed renovations in relation to the criteria listed in Section 5.1.1., listed below, and provisions listed in Section 6 which includes:

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;
b. The original character, construction and architectural details;
c. The original or existing materials;
d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;
e. The size and alignment of existing doors and windows;
f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;
g. The pitch, direction and arrangement of the roof and any associated chimney;
h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and
i. Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.

Official Plan

2.2.1 Goals

4. To be fiscally sustainable by maximizing the use of Charlottetown's existing footprint, infrastructure and assets to accommodate a growing and changing population. Rapid growth requires sound, pragmatic and strategic leadership to ensure fiscal sustainability and to avoid decisions that may be

costly to citizens in the future. This means maximizing the efficient use of the city's existing land, infrastructure and assets to accommodate a growing and changing population. Financial resiliency in all facets of municipal decision-making will set the city up to be more sustainable.

6. To protect our natural and physical heritage assets and resources by recognizing, celebrating and investing in the things that make Charlottetown unique, and ensuring they remain for future generations to cherish and enjoy. Charlottetown's natural and physical heritage assets are the pride of the city. The intangible sense of place they create is highly valued by residents and visitors alike, contributing to a higher quality of life as well as a strong tourism sector. How we plan for and accommodate growth and development in the future must carefully consider the city's natural and physical heritage so that change is appropriately balanced with these important and defining features.

Section 4.3 Objective of the Official Plan

Recognize the balance required between fostering success in tourism and accommodating growth within the built heritage that makes Charlottetown such a desirable destination.

Section 4.3.2 of the Official Plan, Heritage Development:

> c) Investigate options for adopting flexible development regulations for heritage properties, understanding that conservation and maintenance of heritage character is of primary importance.

The Standards and Guidelines for the Conservation of Historic Places in Canada ***https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf***

Standard 11

Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.

Standard 12

Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.

ANALYSIS:

The applicant/owner has lived at 176 King Street since 2012 and has consistently maintained this award-winning designated heritage property. Designated in 1979 with a group of similar "Representative examples of c 1855 one storey gable roofed cottages on a visually interesting street",

the house is one of a variety of homes in the area that range in age from 1833-1991. The architectural styles of the buildings on the street are varied and include examples that would have been common in their eras, such as the Maritime Vernacular, Victorian Plain, Georgian and Foursquare styles.

Lot size is not identified as a heritage character-defining element of the property. Accordingly, the proposed subdivision of the land is not expected to adversely affect its heritage value. The lot is .16 of an acre (647 sq.m.) which is double the size of its neighboring lots, including the designated properties along the south side of King Street. The subject property is currently the largest lot on its block.

A comparison with nearby properties on the north and south side of King Street running from Prince to Hillsborough Street, further demonstrates that the existing lot is substantially larger than others within the surrounding streetscape. On the north side of the street, there is an exception at 185 King Street, (Brecken House, built in 1833) which was one of the original houses in the area, whose lot measures .29 of an acre (1173.6 sq.m.) and runs from King Street north to Dorchester Street, which is exceptionally rare in the 500 Lot Area. The lot was originally larger, but it was subdivided over the years.

The properties on either side of 176 King Street, include 172 King Street, a c.1860 designated property and 182-184 King Street, an undesignated 1991 building, are both on lots that are much smaller at approximately half the size of 176 King Street.

The portion of the property proposed for severance contains no historic buildings or features. The designated heritage building is located toward the western side of the lot and will remain in its present location. The existing lot configuration is atypical of the surrounding streetscape, where dwellings are situated close to one side of the property line, with a comparatively narrow side yard on the opposite side to accommodate a driveway. In contrast, the eastern side yard at 176 King Street is significantly wider than those of neighboring properties. Historical review indicates that the land proposed for subdivision previously contained only a garage which was not identified as a character defining element and has long since been demolished.

Most of the properties on the street are single detached or semi-detached homes. Approval of the proposed severance would enable the homeowner to continue the stewardship and maintenance of the designated heritage property, while permitting construction of a single detached home on the newly created lot. If approved, the home will be required to go through the Planning and Development Department's approval processes and meet the requirements of the Zoning and Development Bylaw's 500 Lot Area Design Guidelines, thereby reinforcing the established residential character of the area.

Conclusion:

The applicant has demonstrated an ongoing commitment to the maintenance of the designated heritage property and does not propose any alterations to the historic dwelling. The subdivision will not affect the character-defining elements of the historic dwelling at 176 King Street and make the lot compatible in size to the existing heritage properties in the area. The surrounding streetscape has evolved through successive periods of development during the nineteenth and twentieth centuries resulting in a variety of housing types and ages. Accordingly, it is recommended that the Heritage Board approve the proposed subdivision of 176 King Street.

Council or Committee History:
Planning Board Meeting, September 1, 2026
Meeting of Council, September 8, 2026

Financial Implications:
None.

Public Engagement and Communication:
None.

Legislative Authority:
City of Charlottetown Heritage Preservation Bylaw
The Standards and Guidelines for Conservation of Historic Places in Canada

Strategic Alignment:
Infrastructure and the Environment
Community Building and Placemaking

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

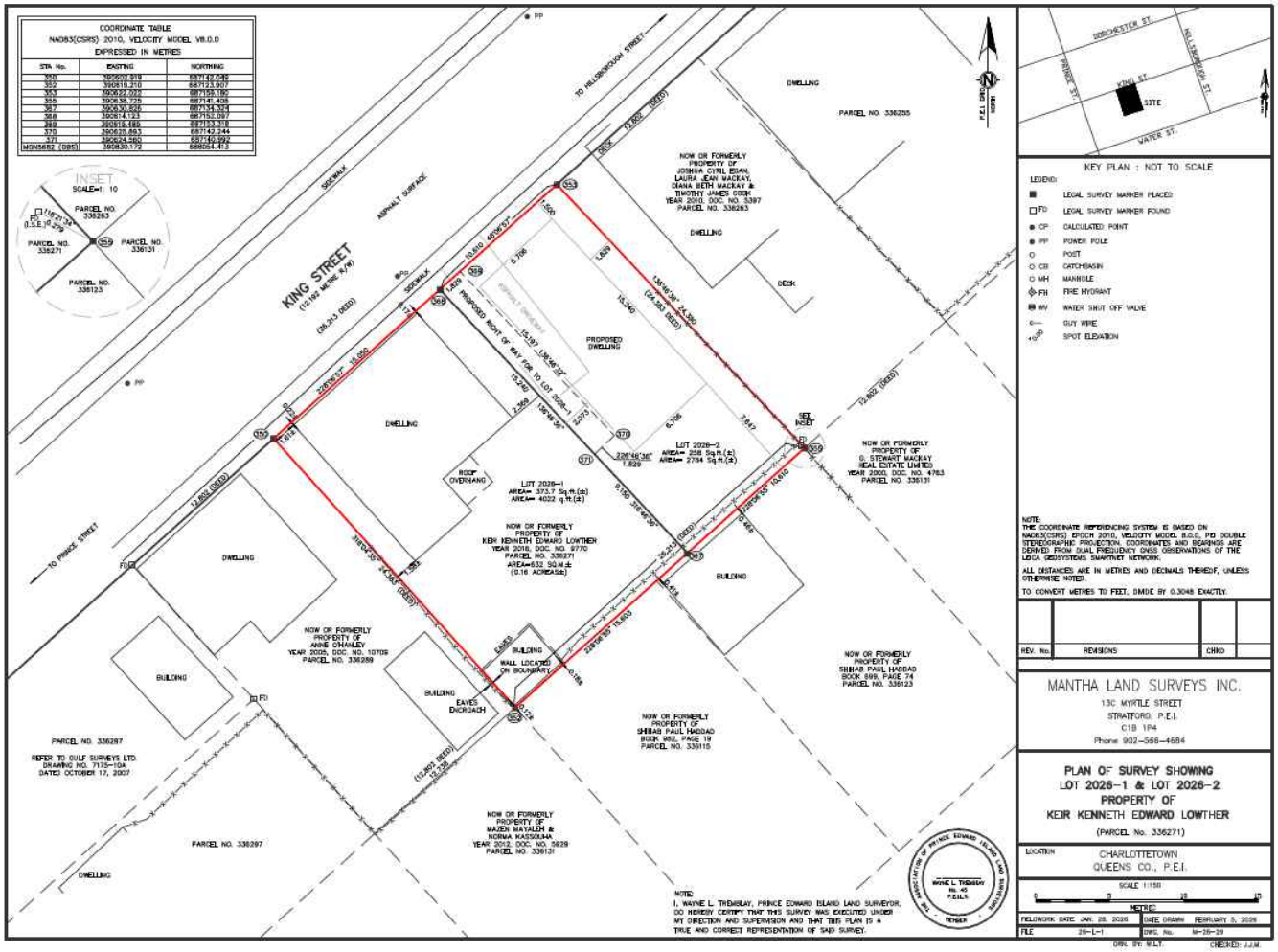
Committee Recommendation: (if differing from staff)

Attachments:

Attachment “A” – Subject Property



Attachment "B" – Subdivision Plan



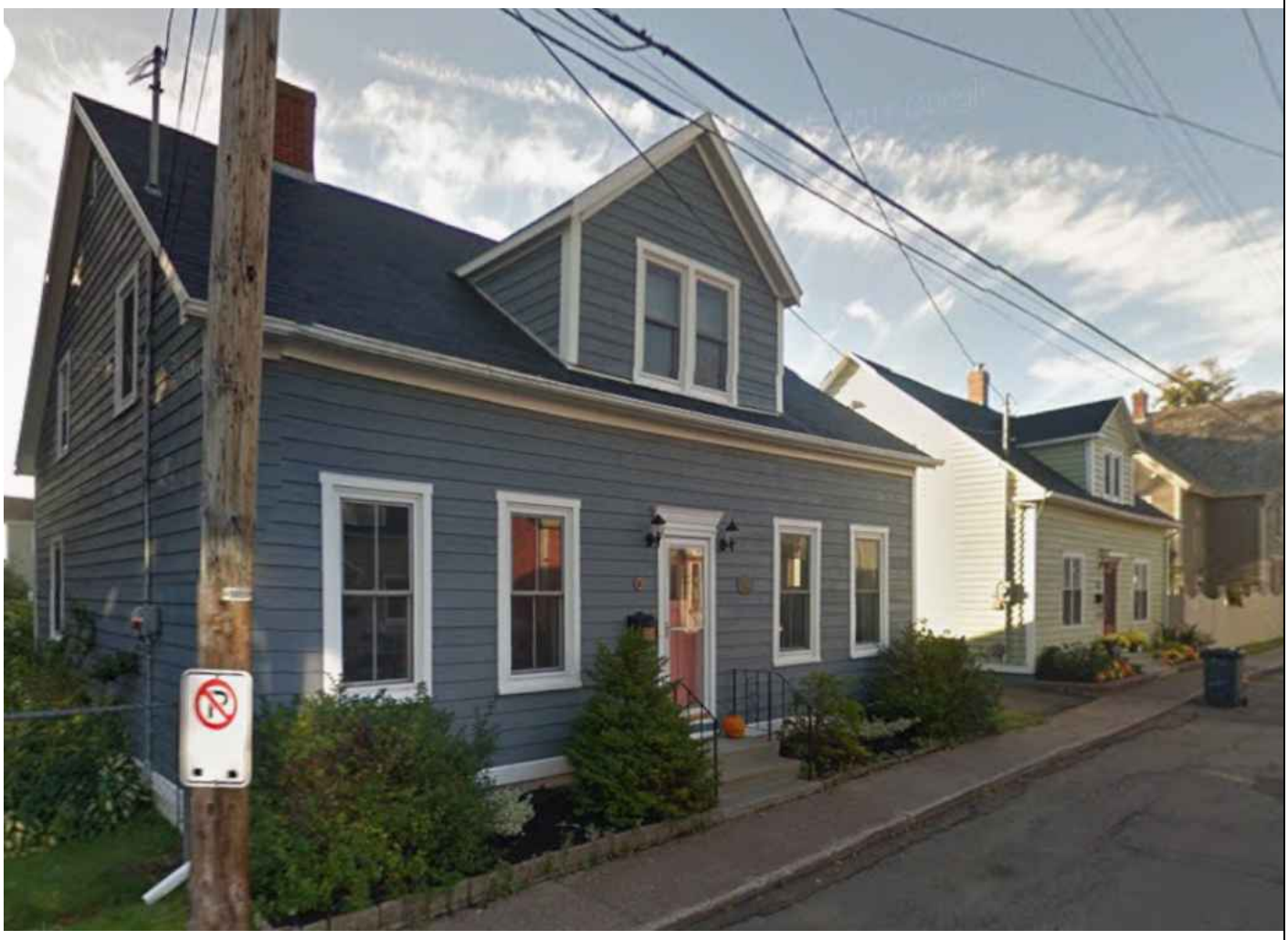
Attachment “C” – Photos of the Subject Property 176 King Street



Attachment “D” Streetscape from the east with 182- 184 King Street Property and Subject Property at Left



Attachment “E” Subject Property and similar designated Property next door at 172 King Street



Attachment “E” North Side of King Street with designated property 175 King Street (centre)



City of Charlottetown Committee Report

Report No: HERT-2026-09-09

Date:
September 28, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Natalie Munn, Heritage Officer

Applicant: Greg Munn, Munn Architecture

Attachments:

- Appendix A Building Site
- Appendix B Existing Condition – Photos
- Appendix C Proposed Restoration
- Appendix D Proposed Restoration

Report Title:
Restoration of a Designated Heritage Property at 88-90 Sydney Street (PID# 338053)

Report Purpose:
To review and seek Heritage Board's approval of the proposed exterior restoration of the designated heritage resource at 88-90 Sydney Street (PID# 338053) that will maintain the heritage character of the property and support interior renovations.

Staff Recommendation:
That the Heritage Board approves the proposed exterior restoration to the designated heritage resource located at 88-90 Sydney Street (PID# 338053)

Report Details:

Application

88-90 Sydney Street (PID# 338053) is a Designated Heritage Resource within the 500 Lot Area in the Downtown Neighbourhood Zone. The applicant proposes to restore the building, which sustained significant interior and exterior damage in a fire on March 5, 2025, and deteriorated further while vacant for the following 18 months. The interior has been gutted, and the roof could not be salvaged. To restore the historic building and convert it into a nine-unit apartment building, exterior modifications are proposed.

The application includes:

- Demolition of the deteriorated and severely damaged, two storey addition on the south side of the building (built in late 1800s). It will be replaced with a new three-story addition which will be moved to the west and replaced with a new three-story addition. The move will allow for clearance of the setbacks. The new addition will be larger at 20 x 14 feet, whereas the old structure was 15.4 x 12.4 feet.

Report Details Cont'd:

The addition of three Scottish dormers to the roof facing the street and the addition of a large, shed dormer on the rear of the building.

- Replacement of all vinyl two over two windows, with new wood/wood metal wrapped six over six windows to make the property more in keeping with its original Georgian Style.
    - The windows of the façade main floor will be shortened from 5'10" to 5'6" in accordance with what they originally would have been before a Victorian renovation. The windows on the second floor will remain the same.
    - On the east side of the building, a small window on the main floor, which was not original to the building, will be filled in and the two windows at the top will remain. They will have non-operable sashes for fire protection.
    - On the rear or south side of the building two new window openings will be added.
    - On the west side a window will be filled in on the main floor, a new window will be installed on the second floor and two on the newly reconstructed, third floor all 6/6 aluminum clad.

- The reinstatement of more appropriate Georgian mouldings on the main building such as wide corner boards and window and door surrounds. The addition's window trim will be simpler wood composite trim to delineate the new addition from the original house in accordance with Standards and Guidelines.

- Replace the doors with steel panel doors but the transom lights will remain. Due to the restoration and interior work, doors will be added, moved, or filled in including the following:

    - On the east side, second floor a non-functioning emergency door will be filled in.
    - At the back of the building, two doors will be filled in and a new one installed.
    - A new panel door will be added to the west side of the rear addition.
    - A new panel door will be installed on the west side that will be for access to the second floor.

- A new porch will be added to the first floor on the rear of the property. On the west side of the building, a new recessed entry will be added to the first floor.

- The replacement of the various types of siding with wood clapboard, 4-inch exposure siding repainted in a period appropriate colour.

PROPERTY HISTORY

88-90 Sydney Street is a two-storey wood framed, Georgian inspired, residence located in an area with a number of heritage homes, as well as 20th Century office buildings. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 88-90 Sydney Street lies in its Georgian inspired architecture, its association with various Charlottetown residents, and its role in supporting the Sydney Street streetscape.

A "for sale" advertisement for 88-90 Sydney Street appeared in a local newspaper in 1847. It made mention of the fact that the building was originally intended for mercantile purposes but also pointed out that it would make a fine private dwelling. The new owner, Patrick Walker, chose the second option and 88-90 Sydney Street became a private residence. Walker owned the home for about three years but decided to sell it when he moved to the countryside. Edward and Thomas Kenny, two successful merchants from Halifax, Nova Scotia, purchased the home for the generous sum of 700 Pounds.

In 1861, the Kennys sold the property to local drug store owner, Michael Skinner. Skinner's store was located across the street from the home, and its shop window featured a lifelike flaxen haired doll. In Lucy Maud Montgomery's book, "Magic for Marigold", the author based her "Skinner doll", a lifelike doll made into the image of Alicia, a long dead child, on the doll kept in the window of Michael Skinner's drugstore.

The Skinners' kept 88-90 Sydney Street in the family until 1885, when it was sold to Patrick McQuaid. The McQuaids' would keep the home in the family as late as the 1980s.

88-90 Sydney Street is Georgian inspired in style. The Georgian style is one of the most common architectural styles on Prince Edward Island. It emerged from 18th Century Britain and was intent on expressing confidence, order and balance. 88-90 Sydney Street's Georgian inspired features include a gable roof, symmetrical facade and simple mouldings.

The building has been renovated in recent years, but continues to support the Sydney Street streetscape due to its architectural presence and historical associations.

Character-Defining Elements

The following Georgian inspired character-defining elements contribute to the heritage value of 88-90 Sydney Street:

- The overall massing of the building with its two storeys
- The symmetrical facade and wooden cladding
- The simple mouldings painted in a contrasting colour, including the corner boards, the beltcourse and the window and door surrounds
- The size and placement of the sash windows, particularly the large windows of the first floor facade and the smaller windows of the second floor facade
- The size and placement of the two front doors with transom lights above

- The gable roof
- The size and placement of the chimney

Other character-defining elements include:

- The location of the building on Sydney Street and its physical and visual relationship to surrounding 19th and 20th Century buildings
- The continued use of the property as a residence

POLICY FRAMEWORK

Bylaw Requirements

In accordance with Section 4.2.4 of the Heritage Preservation By-law, this application is considered a Non-Substantive Application, ss. a. ii. New window or door opening, or Alterations to existing window or door openings; iii. Decks and other projections; . iv. An addition of up to 20 m2 or ten percent (10%) of the Building or Structure's original footprint whichever is greater.

In accordance with the Heritage Preservation Bylaw Section 5, Evaluation Criteria for Heritage Permits, the Heritage Officer and Heritage Board will review the compatibility of the proposed renovations in relation to the criteria listed in Section 5.1.1., listed below, and provisions listed in Section 6 which includes:

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;
b. The original character, construction and architectural details;
c. The original or existing materials;
d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;
e. The size and alignment of existing doors and windows;
f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;
g. The pitch, direction and arrangement of the roof and any associated chimney;
h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and
i. Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

> c) Investigate options for adopting flexible development regulations for heritage properties, understanding that conservation and maintenance of heritage character is of primary importance.

The Standards and Guidelines for the Conservation of Historic Places in Canada ***https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf***

Standard 10

Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.

Standard 11

Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.

Standard 12

Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future

MATERIALS GUIDELINES:

Recommended:
Accommodating new functions and services in non-character defining interior spaces as an alternative to constructing a new addition.

Not Recommended:
Constructing a new addition where the proposed functions and services could be accommodated by altering existing, non-character-defining interior spaces.

ANALYSIS:

Due to a devastating fire on March 5, 2025, and the building's subsequent 18-month long vacancy, significant restoration is necessary. In addition, to make the project viable, some changes to the original footprint are necessary.

Throughout this restoration, the character defining elements are being maintained and where necessary, restored. As a result of the fire, the roof was completely unsalvageable and must be rebuilt. In order to accommodate the new floor plan and new legal units, Scottish dormers are proposed to be added to the facade roof, and a shed dormer will be added to the rear. Cedar shingles are proposed for the front of the roof and steel for the largely hidden back of the property where the slope will not allow for a shingle roof.

Although Scottish dormers will be a new feature, there is precedence in the City for them being used in other heritage properties such as 72 Queen Street. Scottish dormers are necessary to accommodate additional living space and are currently featured in the Standards and Guidelines as an example of new elements that are "compatible with the heritage value of the historic place." The shed dormers on the rear of the building will offer space and will not be visible from the street.

As part of the restoration, the vinyl windows will all be replaced with six over six wood/metal clad windows with wood composite surrounds that will be more in keeping with the original Georgian style building and match other extant Georgian buildings within the city. Although the first-floor façade windows will be shortened slightly, from 5 foot 10 to 5 foot 6, they will be more in keeping with the original style of the building.

The large corner boards will also be restored to the main building while simpler mouldings will be placed in the addition to delineate the heritage building from the modern addition The mouldings such as the window and door trim will follow the same pattern. The various types of siding, including vinyl, will be stripped from the exterior and clapboard wood siding with a four-inch reveal will be applied, a significant improvement.

The two storey, 1880s addition to the building, which was not well built, is not a character defining element and is being replaced. It was the location where the fire started and was severely damaged. A more compatible, and better constructed, three-storey structure will improve the livability of the property. The old addition lined up with the building on the east side, but the new addition is being moved over to the west to accommodate the six-foot setbacks. It is also being enlarged with a new roof added to accommodate the interior changes. The third storey of the addition will have cedar shingle siding and a different roof slope to differentiate it from the rest of the much older house which falls in line with the Standards and Guidelines for Historic Places in Canada.

Conclusion:

The applicants have done their research and have been willing to collaborate with staff throughout the process to ensure that the heritage character of the building is maintained. Although some changes are necessary due to the significant fire damage, the restoration will make the property more livable, improve its longevity, and return a long vacant, damaged building to the housing stock of the City. The return of the building to its original Georgian style will preserve the character defining elements and restore the heritage integrity of the building.

Council or Committee History:
None.

Financial Implications:
None.

Public Engagement and Communication:
None.

Legislative Authority:
City of Charlottetown Heritage Preservation Bylaw
The Standards and Guidelines for Conservation of Historic Places in Canada

Strategic Alignment:
Infrastructure and the Environment
Community Building and Placemaking

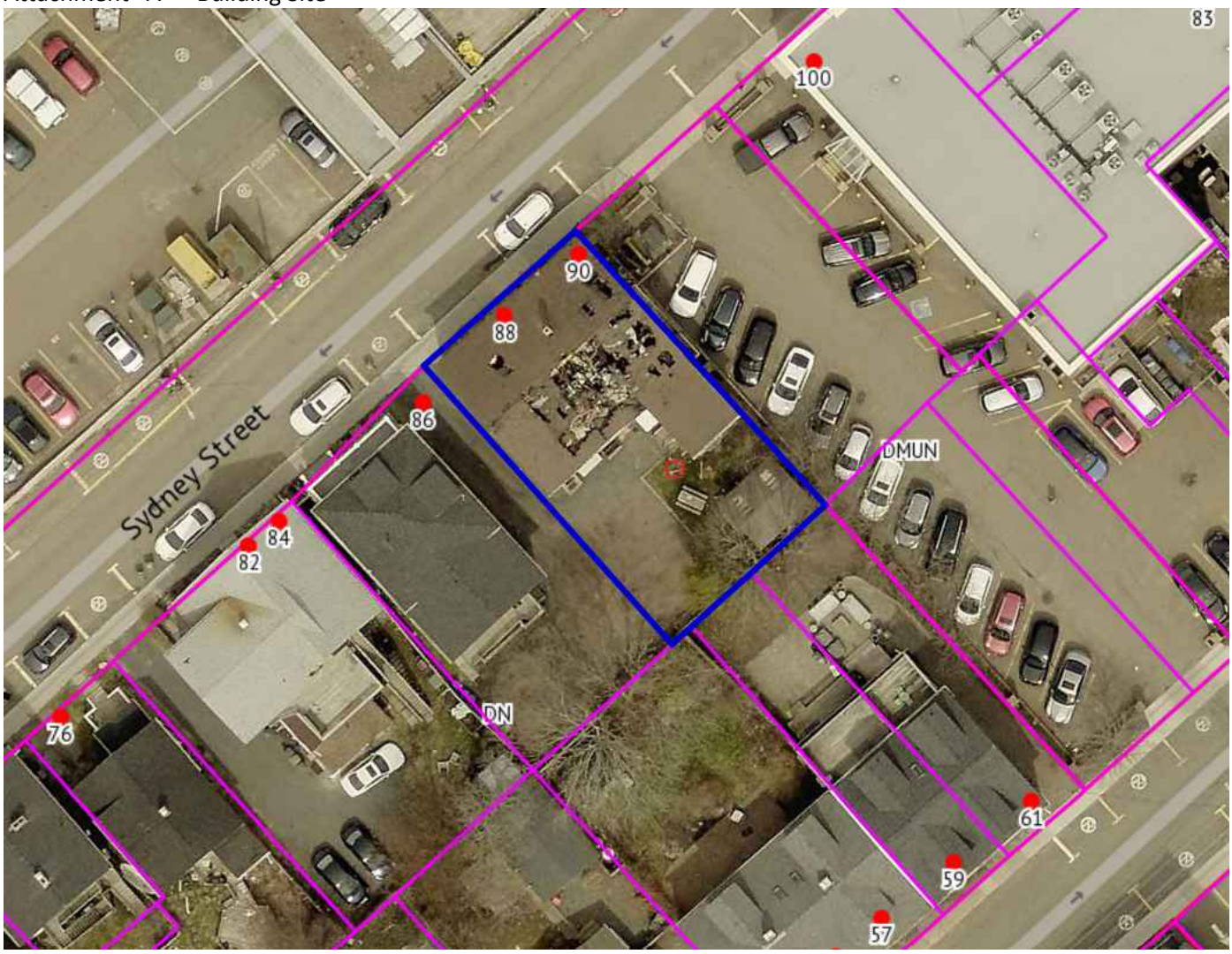
Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Attachments:

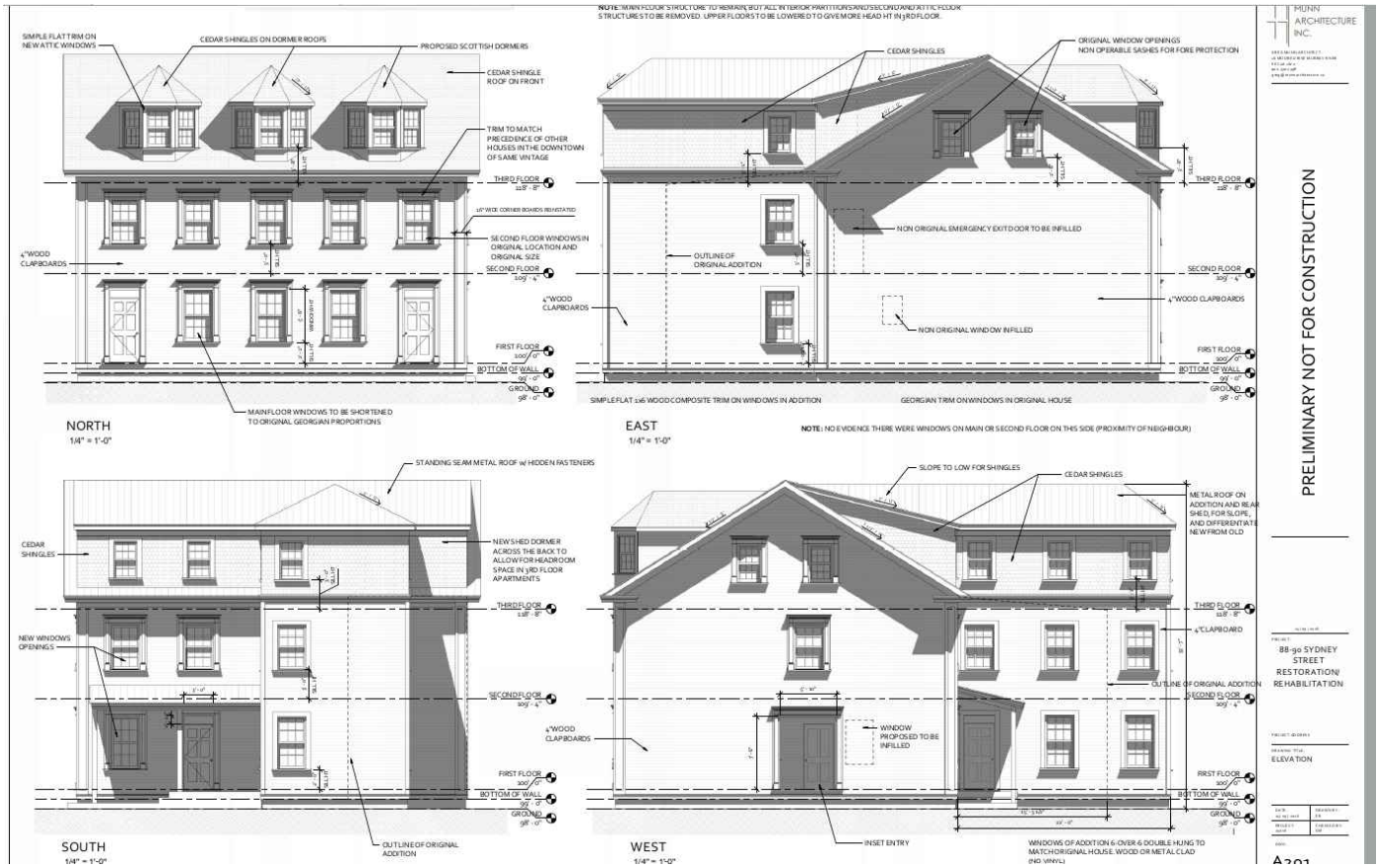
Attachment “A” – Building Site



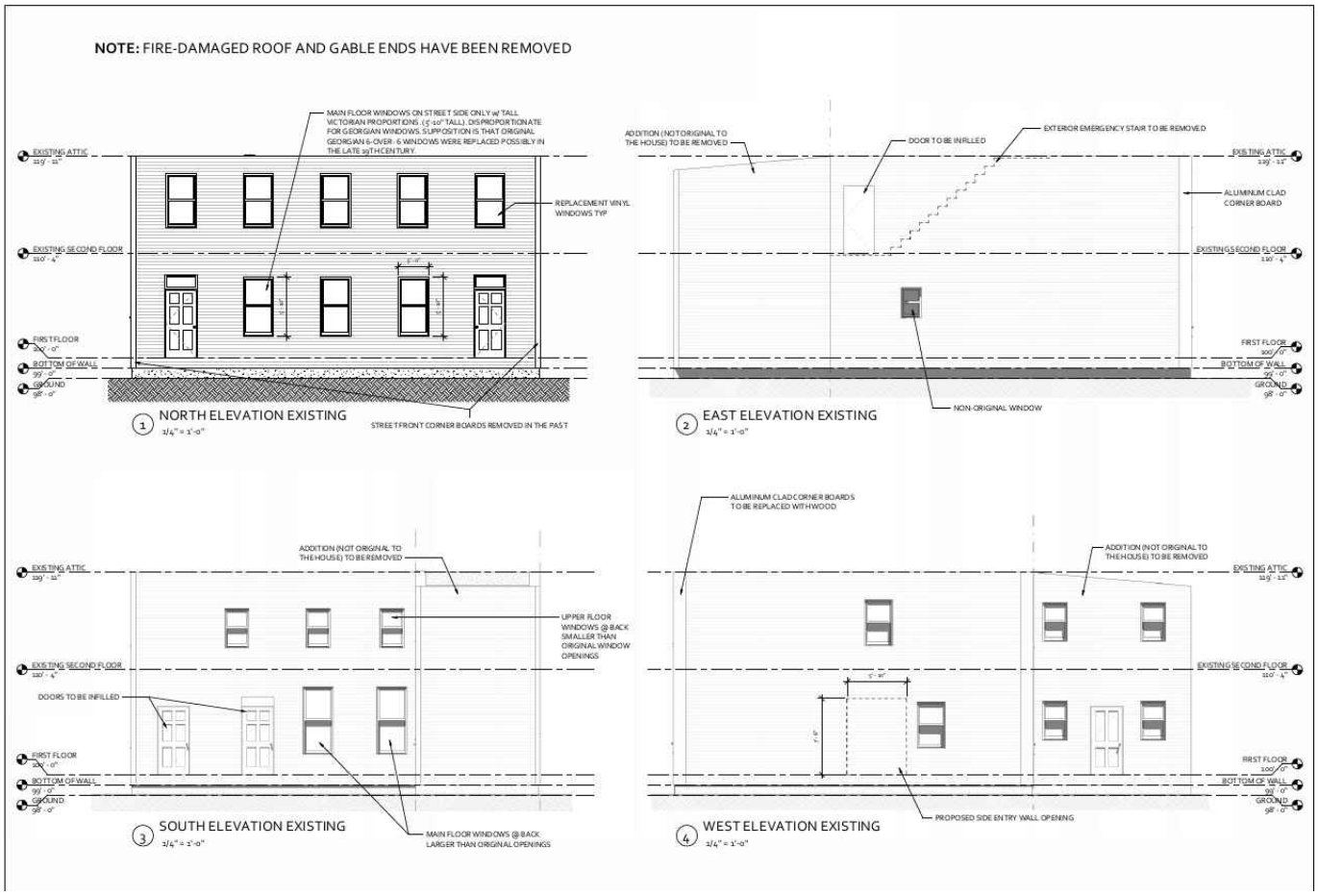
Attachment “B” Existing Condition



Attachment "C" Proposed Restoration



Attachment “D” Proposed Restoration



PLANNING & HERITAGE: PLANNING BOARD MINUTES
MONDAY, OCTOBER 5, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Jankov, Chair**	**Dave Essery, RM**
	Councillor Norman Beck	**Bobby Kenny, RM**
	Councillor Julie McCabe	**Paul Connolly, RM**
		Lea MacDonald, RM
		Jacqui Scaman, RM
Also:	**Brad MacConnell, CAO**	**Jason Doucette, IO/AA****
	Mike Ruus, Director, Int. Growth	***minute taker*
	Richard McEwan, Director, Community Services	**Brad Vince, PI/HO**
	Donna Miller-Ayton, Mgr, Policy & Heritage	**Jessica Bradley, Senior Comms**
	David Gundrum, Mgr, Planning Development	**Ruby Shephard, Fathom Studios**
	Sebastian Hall, PIII	**Jacob Ritchie, Fathom Studios**
	Laurel Palmer, PIII, Senior Planner	**Councillor Kevin Ramsay**
	Mayor Phillip Brown	**Councillor John McAleer**
		Councillor Justin Muttart
Regrets:	**Satyajit Sen, RM**	

1. **Call to Order**
   Chair called the meeting to order at 4:41

2. **Declaration of Conflicts**
   Chair Jankov asked if there were any conflicts- There were no conflicts

3. **Approval of Agenda**
   Moved by Paul Connolly and seconded by Bobby Kenny that the agenda for Monday, October 5, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Councillor Beck and seconded by Lea MacDonald that the minutes of the Planning Board meeting held on Wednesday, August 5, 2026, as circulated, be approved.

   CARRIED

5. **Business arising from Minutes**
   There was no business arising from the minutes

6. **Reports:**

   a) **Recommendation for the adoption of the draft Zoning and Development Bylaw**

Request:

To present the updated draft Zoning and Development Bylaw to Planning Board and seek a recommendation that Council adopt the proposed Bylaw.

The updated draft Zoning and Development Bylaw establishes a modernized regulatory framework for the administration of land use and development within the City of Charlottetown. The draft Bylaw has been prepared to implement and align with the policy directions contained in the City's approved and gazetted Official Plan and to provide the regulatory framework necessary to guide future development, redevelopment, and land-use decision-making across the City.

Summary:

Manager of Policy & Heritage introduced the report and turned over the proceedings to the consultant to provide the overview of the draft Bylaw.

Fathom Studios Presentation:

Project Overview and Bylaw Context

Jacob Richie of Fathom Studios stated they had been working with City staff on the project for approximately a year and a half and was joined by his colleague, Ruby Shepard. He commended the Chair's comments regarding the preparation of the draft and emphasized that the project involved an intensive consultation process. Engagement sessions were held in West Royalty, East Royalty, and at Confederation Centre, with comments also received from residents throughout Charlottetown, including Lewis Point, Sherwood, and Hillsborough. Input was also obtained from City staff working in numerous service areas.

It was explained that the presentation would provide a brief project overview, describe the revisions made since the public meeting of Council, and outline the pathway toward consideration and adoption. A zoning and development bylaw was described as the mechanism used to implement the intent of the Official Plan by translating its recommendations into measurable rules and regulations governing development on private property.

It was further stated that the new bylaw would implement the direction of the Official Plan while modernizing the existing bylaw, which was originally considered in 1999. The updated document introduces contemporary definitions and requirements and is intended to work consistently with other municipal bylaws, including the City's short-term rental regulations. The project also seeks to create a more predictable development-review process for applicants, residents, and City staff.
It was also said that the bylaw would support a broader range of housing options throughout Charlottetown while establishing appropriate development standards. This includes enabling mid-

rise development, higher-intensity development within designated growth nodes, and infill development in residential neighbourhoods and the 500 Lot Area. The proposed rules are intended to create additional housing opportunities on land that is already serviced.

The presentation noted that the draft underwent several levels of review. The consultant team first completed an internal professional review, followed by an extensive departmental review with City staff. Public feedback was then collected online and through public meetings. Development officers conducted an implementation review to determine how the proposed rules would operate in practice, and the document was subsequently reviewed by the City's legal team to ensure that it would function effectively as a regulatory tool.

Ruby Shephard-Fathom Studios

Detailed Draft Revisions

It was reported that revisions concerning accessory dwelling units, or ADUs, were made in response to comments regarding owner occupancy, family-sized units, and parking. Permission for up to four units and the applicable parking requirements were retained. The two-bedroom limit also remained, but greater flexibility was provided regarding which unit the property owner may occupy. This would allow an owner to live in the smaller unit and rent the larger residence, thereby creating additional options for families and property owners.

It was clarified that on-site parking would continue to be required for ADUs unless the property qualifies for an exemption through applicable transit-oriented development provisions. It was also noted that the provision permitting ADUs in shipping containers had been removed in response to public feedback.

It was indicated that the short-term rental provisions were revised to address concerns about multiple rentals operating on one property and the resulting effect on long-term housing. The revised draft expressly permits only one short-term rental per lot. Definitions and related policies were also revised to ensure that owners, staff, and other users of the document clearly understand the applicable requirements.

It was further explained that the accommodation provisions were revised to clarify the meaning of tourist accommodation and identify where various accommodation uses are permitted. The distinctions between short-term rentals and other forms of tourist accommodation, such as inns, heritage inns, and bed-and-breakfast establishments, were made more explicit. A short-term rental would continue to be limited to four bedrooms.

It was noted that a short-term rental containing up to four bedrooms would be rented through a single booking rather than as four separate room rentals. It was also clarified that only one short-

term rental licence would be permitted per property. Accordingly, an owner could license either the principal residence or an accessory dwelling unit as the short-term rental, but not both.
It was said that the operator of a short-term rental is expected to be available while the unit is being rented. If the owner is away for an extended period, such as a two-week vacation, the rental unit should not be rented during that absence. Staff acknowledged that this requirement had not always been fully enforced but advised that the expectation remains part of the applicable provisions.

The presentation outlined the creation of a two-tier variance system. It was explained that the previously proposed percentage limits did not provide sufficient flexibility for properties containing existing buildings or unusual site constraints. The revised approach would allow minor administrative variances while providing a pathway for more substantial requests to be considered by the Planning Board and Council.

It was emphasized that a variance must be consistent with the Official Plan and the intent of the bylaw and must remain minor in its planning impact. Applicants would also be required to demonstrate that the variance would not adversely affect neighbouring properties, access, servicing, or stormwater drainage. Variances could not be used to add dwelling units, permit an otherwise prohibited use, obtain an additional storey, or create a new undersized lot. Requests for additional building height would instead be considered through the bonus-height provisions.
It was explained that quantitative requirements, such as a three-metre building stepback, could be varied within established limits. For example, a development officer could consider a reduction of approximately 10 per cent, resulting in a stepback of 2.7 metres rather than three metres. Requests exceeding the administrative limit could proceed through the second tier and be brought before the Planning Board and Council. The purpose of such variances would be to address unique site conditions, not to increase density or unit counts.

It was reported that a water lot overlay had been added to Schedule A. The overlay is not a zoning designation but identifies the areas to which the water lot policies in section 3.19 apply. This change was intended to clarify the distinction between navigation and private docking activities and commercial waterfront uses.

It was stated that revisions to the growth corridor provisions were made in response to questions about permitted commercial activities and their compatibility with nearby residential neighbourhoods. A new definition for an entertainment establishment was introduced, and the descriptions of permitted uses were clarified. The broader commercial permissions were retained because mixed uses and commercial activity along designated growth corridors are fundamental components of the Official Plan.

It was also explained that certain clauses concerning heritage-building heights were removed from the downtown zones because those matters were already regulated through Part 6 of the

Bylaw and the Heritage Preservation Bylaw. The changes were administrative in nature and were intended to eliminate duplication and improve clarity.

It was noted that the ADU vehicle parking requirements were retained in response to concerns about additional demand for on-street parking. At the same time, bicycle-parking requirements were increased to one space for every three dwelling units to improve alignment with the Active Transportation Plan.

It was reported that servicing, sewer capacity, drainage, wetlands, and watercourses had been discussed extensively during public consultation. Existing requirements already prohibit drainage onto neighbouring properties and require applicants to demonstrate that development will not create unacceptable runoff. Subdivision plans must now identify the full extent of wetlands and watercourses, and the variance provisions expressly require consideration of servicing and drainage impacts.

It was said that several mapping and definition changes were also completed. Schedule A was updated to include the water lot overlay, while Schedule B was revised to reduce permitted heights along Water Street so that the map corresponds with the applicable maximum-height provisions. Accommodation and educational-use definitions were revised or consolidated, and the definition of affordable housing was aligned with the Official Plan. Provisions concerning land for public purposes were returned to wording similar to that used in the current bylaw, and various editorial and cross-reference corrections were completed.

Consideration Pathway

It was emphasized that many of the revisions resulted directly from feedback received from residents, landowners, City staff, and development officers. The revised variance system was presented as an example of how the draft could reduce unnecessary variances while continuing to involve the Planning Board and Council when appropriate.

It was indicated that the updated draft was before the Planning Board for review and a recommendation to Council. The anticipated next steps included a regular Council meeting for consideration of a resolution and first reading, followed by a special Council meeting for second reading and adoption.

Questions and Discussion

During the question period, concerns were raised regarding proposed building heights in the downtown area. It was clarified that certain properties near Great George Street, Queen Street, Kent Street, and Fitzroy Street could accommodate buildings of up to 12 storeys, with the

possibility of two additional storeys through density bonusing. These permissions would not apply throughout the entire downtown or the entire 500 Lot Area.

It was explained that the areas identified for greater height contain comparatively large blocks, vacant interior lands, and surface parking areas that may be suitable for redevelopment. Any development would still be required to comply with the Heritage Preservation Bylaw and applicable design standards. The zoning permission for increased height would not remove the obligation to address heritage compatibility.

Several members expressed concern that buildings of 12 to 14 storeys could change Charlottetown's character, streetscapes, view planes, and established sense of scale. Particular concern was expressed about protecting views of Province House and the spires of St. Dunstan's Basilica, as well as preserving the historic experience of Great George Street. It was argued that taller buildings could reduce the qualities that distinguish Charlottetown from larger urban centres.

It was acknowledged that the difference between 10 and 14 storeys could cause a building to appear more like a tower and that this would represent a change from Charlottetown's historical development pattern. However, it was stated that additional downtown density could support housing, businesses, employment, arts, services, public spaces, and year-round activity. Increased development could also help make projects financially viable and encourage investment in both new construction and heritage properties.

It was clarified that the downtown waterfront currently permits buildings of eight storeys as of right, with the possibility of two additional storeys through density bonusing. The waterfront permissions had not increased under the proposed bylaw. Any request for bonus height would require consideration by the Planning Board and a decision by Council, supported by negotiated community benefits.

It was further explained that Part 17 of the proposed bylaw regulates the downtown waterfront zone. The provisions address building massing, form, materials, sea-level rise, the relationship of buildings to the waterfront, and the development of a boardwalk. Detailed architectural controls are primarily applied through the Heritage Preservation Bylaw when development is located on or adjacent to heritage properties.

It was stated that heritage requirements can lessen the effect of taller buildings by ensuring that new construction respects established street walls, cornice lines, setbacks, and relationships with neighbouring heritage buildings. Taller portions of a development may be located toward the rear of a property, allowing the lower portion facing the street to remain compatible with the surrounding historic environment.

The discussion clarified that the current downtown Main Street zone permits six storeys, with the possibility of two additional storeys through density bonusing. Certain lands previously designated as downtown neighbourhood, where four storeys were generally permitted as of right, have been incorporated into a broader downtown Main Street area. Consequently, some downtown neighbourhood properties would receive permissions that are approximately two storeys higher than those available under the existing framework.

It was stressed that the areas permitting 12 storeys are limited primarily to the downtown core around Great George, Kent, Fitzroy, and Queen Streets. These locations were selected because the blocks are large and contain interior surface parking areas. It was suggested that redevelopment could occur behind three- or four-storey street walls, reducing the visibility and impact of taller building portions from the sidewalk.

One member expressed greater support for increased downtown height and density, noting that growth would be influenced by factors beyond the City's control. It was suggested that preparing for growth could be preferable to reacting to it and that additional residents could contribute to a more vibrant downtown, especially outside the tourism season. It was also observed that the number of sites realistically capable of supporting 12-storey buildings may be limited.

It was explained that form-based zoning uses street-wall and stepback requirements to improve pedestrian comfort and reduce the apparent scale of taller buildings. In many downtown areas, a building would be limited to a three- or four-storey street wall before upper storeys must step back. These stepbacks provide a visual break, reduce downdrafts and wind impacts, and make taller buildings feel less imposing from the street.

It was clarified that stepback requirements vary by zone and generally range from two to four metres. In the downtown waterfront zone, a three-metre stepback applies when a building exceeds eight storeys, while a 2.5-metre stepback applies to lower buildings. Side-yard and frontage setbacks are not necessarily increased when an adjacent building is shorter because maintaining a continuous street wall is considered important to the character of the downtown.
A question was also raised regarding residential neighbourhood and medium-density residential zones. It was explained that manufactured homes, a term generally replacing mobile homes, are permitted only in specified areas shown on the applicable schedule. Mini homes, which are treated as modularly constructed homes, may be permitted more broadly within the medium-density residential zone, provided all other requirements are satisfied. The revised zoning designations were developed by overlaying the proposed zones on the City's existing zoning pattern.

A follow-up question addressed whether setback and stepback requirements could still be varied. It was confirmed that minor changes within the administrative threshold could be approved by a development officer, while larger requests would be considered through the second-tier process

involving the Planning Board and Council. The consultants reiterated that a variance is intended to respond to a unique site constraint and not to provide additional density.

The Chair concluded portions of the discussion by inviting further questions and reiterating that staff and the consultants were available to provide additional clarification regarding the proposed amendments, building heights, waterfront regulations, zoning permissions, ADUs, short-term rentals, and the revised variance process.

It was stated that Councillor McCabe expressed support for additional housing and growth in Charlottetown but questioned whether the proposed downtown building heights were appropriate for the city's character and waterfront context. She asked whether lower height limits could achieve housing objectives while better preserving Charlottetown's heritage and identity.

It was explained by the consultant team that building height is primarily a quantitative measure related to project viability and housing density, while compatibility with the character of Charlottetown is also influenced by design quality. The consultants indicated that height alone does not determine whether a development fits within the city and noted that poorly designed low-rise buildings can be just as incompatible as taller buildings. They advised that future developments would be evaluated through design controls such as street walls, stepbacks, tower dimensions, and heritage compatibility requirements.

It was further explained that no city-wide skyline analysis or viewplane study was undertaken. Instead, the analysis focused on how buildings relate to people at street level through measures such as street-wall heights, pedestrian experience, and building massing.
It was noted that the consultants viewed additional downtown density as an opportunity to increase housing, support local businesses, encourage investment, and maintain a vibrant downtown environment.

It was stated by Councillor McCabe and Councillor Beck that Charlottetown should not attempt to become Halifax and that preserving the city's unique character remains important.
It was acknowledged by the Chair that building height had emerged as a significant concern during discussions and would remain a topic for further consideration.

It was reported that discussion also focused on the proposal allowing four dwelling units as of right. The consultants advised that while they maintained the four-unit limit, they revised related regulations concerning parking, owner occupancy, setbacks, and unit size based on public feedback.

It was clarified that under the proposed regulations, secondary suites and accessory dwelling units would be permitted in semi-detached dwellings and similar housing forms, whereas the current bylaw generally restricts secondary suites to single-detached dwellings.

It was further clarified that accessory dwelling unit permissions are tied to the lot and that ownership and principal residence requirements would continue to apply.

It was explained that variances would be processed through a new two-tier system. Administrative variances of up to 20 percent, except height variances which remain limited to 10 percent, could be approved by staff.

It was clarified that the additional 10 percent lot coverage allowance for accessory dwelling units is a built-in development standard rather than a variance.

It was also reported that bicycle parking requirements for multi-unit residential developments had been increased from one space per four units to one space per three units.

It was stated by Councillor Matar that concerns remained regarding the apparent public opposition to four units as of right. Staff confirmed that only one short-term rental would be permitted per property.

It was clarified that downtown height permissions would vary by location and that some areas would permit 12 storeys as of right, while an additional two storeys could only be obtained through density bonusing and Council approval.

It was further explained that while the bylaw would permit taller buildings in designated areas, any additions to existing buildings would still be subject to building code requirements and engineering considerations.

It was confirmed that if a property containing four units as of right were sold in the future, the requirement for owner occupancy and principal residence would remain in effect for the new owner. Staff explained that compliance would generally be monitored through a complaint-driven enforcement process.

It was stated that municipal bylaw enforcement is generally complaint driven and not proactive in nature. Staff advised that additional bylaw enforcement capacity recently approved by Council would strengthen the City's ability to administer and enforce both existing and proposed regulations.

It was noted referenced discussions with municipal officials in Summerside regarding their experience with similar housing initiatives. Questions were raised about whether future amendments could be made if particular provisions proved ineffective. Staff confirmed that both the Official Plan and the Zoning and Development Bylaw are living documents that can be amended over time.

It was cautioned, however, that amendments affecting key Housing Accelerator Fund commitments could have implications for federal funding agreements.

It was reported that concerns were raised regarding future funding streams and their relationship to housing policies. Staff explained that the City's Housing Accelerator Fund commitments are linked to housing growth targets, including targets for missing-middle housing.

It was further explained that eligibility for certain federal programs, including the Canadian Housing Infrastructure Fund, is connected to housing-enabling policies such as permitting four units as of right.

It was emphasized by several members that financial considerations should not outweigh the need to ensure that the bylaw reflects the long-term interests of Charlottetown.

It was explained by the Chair that the Planning Board had several options available regarding the draft bylaw, including supporting staff's recommendation, rejecting it, or recommending revisions.

It was clarified by City staff that there are time-sensitive considerations associated with the Housing Accelerator Fund and that a decision was expected before the upcoming municipal election.

It was stated by several members that, despite funding considerations, decisions regarding the bylaw should be carefully considered and should not be rushed.

It was suggested during the discussion that maximum building heights in the downtown and waterfront areas should be reduced and that additional waterfront protections should be explored.

Motion:
Moved by Councillor McCabe and seconded by Jacqui Scaman that the meeting be extended

CARRIED
(7-0)

It was stated that, after discussion, the motion to accept staff's recommendation was defeated. As a result, the Planning Board did not endorse staff's recommendation in its current form.

It was further agreed that the primary pressure points identified during the meeting included: four units as of right, building heights in the downtown and waterfront areas, waterfront zoning and development policies, and funding and Housing Accelerator Fund considerations.

It was concluded that the Planning Board's recommendation differed from staff's recommendation and that the matter would proceed to Council for further consideration.

MOTION:

Moved by Lea MacDonald and seconded by Jacqui Scaman that Planning Board accept staff's recommendation and recommend that Council adopt the proposed City of Charlottetown Zoning and Development Bylaw, PH-ZD.3, pursuant to Section 19 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

DEFEATED
(3-4) *

***Councillor McCabe, Councillor Beck, Resident Member Paul Connolly, and Resident Member Bobby Kenny opposed**

Further discussions were held and the following were recommended by Planning Board for advancement to Council for their deliberations:

THAT the Planning Board reject staff's recommendation to recommend that Council approve the proposed City of Charlottetown Zoning and Development Bylaw in its current form, based on concerns related to:

- the proposed regulatory framework for future development along the waterfront;
- the provision permitting up to four dwelling units as-of-right, as appropriate;
- the proposed reduction in as-of-right building heights within the downtown area; and
- matters related to the Housing Accelerator Fund (HAF), including the implications of associated contingent funding requirements.

7. **Introduction of New Business**
   There was no new business that arose.

8. **Adjournment of Public Session**
   Moved by Councillor McCabe and seconded by Jacqui Scaman that the meeting be adjourned. The meeting was adjourned at 7:47

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report	**Report no. PLAN-2026-05-OCTOBER-6A-1** **Date:** October 5, 2026
Directed to Council through the following Committee: Planning Board **Reporting Department:** Planning and Heritage Department **Other Associated Departments:** **Prepared by:** Donna Miller-Ayton – Manager Policy and Heritage Michael Ruus – Director, Integrated Growth	**Attachments:** • City of Charlottetown Draft Zoning & Development Bylaw • Compilation of feedback received on draft Zoning Regulations including during the Public Meeting • Council Resolution – Zoning & Development Bylaw Public Meeting • Guardian Ad – August 22, 2026 • Guardian Ad – August 29, 2026 • Approved HAF Spending Plan

Report Title:

Request for Adoption of the City of Charlottetown Draft Zoning and Development Bylaw pursuant to Section 19 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8

Report Purpose:

The purpose of this report is to provide the Planning Board with an opportunity to review the updated Draft Zoning and Development Bylaw and to consider recommending its adoption to Council in accordance with Section 19 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

Staff Recommendation:

That the Planning Board recommend to Council the adoption of the new City of Charlottetown Zoning and Development Bylaw, pursuant to Section 19 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

Report Details:

In 2025, the City of Charlottetown initiated a comprehensive review of its Zoning and Development Bylaw. The Zoning and Development Bylaw is the City's primary regulatory instrument for managing land use, development, subdivision, and building activity throughout the municipality.

The Draft Zoning and Development Bylaw establishes an updated regulatory framework for the administration of land use and development within Charlottetown and aligns municipal regulations with the policy direction of the City's recently adopted Official Plan. The new Bylaw is intended to provide greater clarity and predictability for residents, property owners, developers, staff, and other interested parties. It also seeks to reduce unnecessary administrative requirements, streamline approval processes, and support more consistent and efficient decision-making.

The Draft Bylaw was informed by a comprehensive public and stakeholder engagement process. Engagement activities included public open houses, community pop-up events, online engagement opportunities, consultation sessions with City staff, Council, developers, key stakeholders, and other interested parties, as well as the legislatively required Public Meeting of Council.

In addition to establishing the regulations that will guide future development throughout the City, the Draft Bylaw introduces updated provisions intended to support housing growth, increased density in appropriate locations, heritage conservation, improved urban design, more efficient development approvals, environmental sustainability, and the implementation of other policy directions established through the Official Plan and the City's Housing

Accelerator Fund commitments.

LEGISLATIVE REQUIREMENTS:

Public Meeting of Council

In addition to the outlined stakeholder sessions and public engagement opportunities, Subsection 18(1) of the Planning Act requires Council to provide residents and other interested persons with an opportunity to make representations before approving a Zoning and Development Bylaw. In ensuring that this stipulation is met, a recommendation was made through Planning Board to Council to convene a Public Meeting of Council accordingly.

Council voted to ensure this legislative requirement is met on August 11, 2026. Resolution included as an attachment.

Notification

To complete this legislative requirement, the Planning and Heritage Department published notices in the Guardian on Saturday August 22, and Saturday, August 29, 2026. The notice described in general terms, the nature of the proposed Bylaw and specify the date, time, and place of the Public Meeting of Council at which it will be considered, in accordance with subsection 18(1)(b) of the Planning Act, R.S.P.E.I. 1988, c. P-8. See published notices attached.

The Public Meeting of Council took place on Thursday, September 3 at Rodd Charlottetown Hotel, 75 Kent Street, Charlottetown PE.

PUBLIC FEEDBACK ON DRAFT ZONING AND DEVELOPMENT BYLAW REGULATIONS

Prior to the legislated Public Meeting of Council, the City conducted a two-week social media campaign from August 19 to September 3. Daily posts were used to inform the public of the upcoming meeting and highlight key changes proposed in the Draft Zoning and Development Bylaw.

The Public Meeting of Council was held on September 3, 2026, at the Rodd Charlottetown Hotel. Fathom Studio, the City's consultant for the Zoning and Development Bylaw review, presented the proposed regulations contained in the Draft document.

Following the presentation, interested persons, including residents and other stakeholders, were provided with an opportunity to offer comments and feedback on the draft document and proposed amendments.

The following section provides a synopsis of the feedback received at the September 3 Public Meeting, together with comments submitted through the various public engagement opportunities undertaken throughout the Zoning and Development Bylaw review and update process.

Public Feedback – September 3 – 18 (Including the Public Meeting of Council)

A total of forty-eight (48) comments were received between September 3 and September 18 in response to the Draft Zoning and Development Bylaw. The feedback included written submissions received after the September 3 Public Meeting of Council, as well as comments provided during the meeting. Many submissions addressed more than one issue. The most frequently raised themes were Housing Policy and Affordability, Growth Corridors and Increased Density, Heritage and Neighbourhood Character, Enforcement and Administration, and Public Consultation and Transparency.

Housing-related matters represented the largest area of public feedback. Comments focused particularly on Four Units-as-of-Right, Accessory Dwelling Units (ADUs), the potential use of ADUs as Short-Term Rentals, primary residence requirements, housing affordability, and the availability of long-term rental housing. Participants expressed both support for increasing housing opportunities and concern about whether the proposed provisions would effectively address affordability and supply. Related issues included parking, neighbourhood impacts, enforcement of primary

residence requirements, and the implications of additional residential density for students, seniors, lower-income households, and other residents seeking housing.

Growth, infrastructure, heritage, and neighbourhood character were also prominent themes. Comments regarding growth corridors and increased density focused on traffic, parking, transit capacity, sewer and stormwater infrastructure, and the ability of municipal systems to accommodate future development. Heritage-related feedback emphasized the protection of established neighbourhoods, the 500 Lot Area, downtown and waterfront character, designated and non-designated heritage resources, demolition controls, and the potential effects of increased density on Charlottetown's historic character. Several submissions also identified the city's heritage character as an important contributor to community identity and tourism.

Feedback on enforcement, administration, public consultation, and transparency focused on how the proposed regulations would be implemented and communicated. Comments raised questions about enforcement of STR and primary residence provisions, ongoing compliance monitoring, application processing timelines, communication with applicants, and opportunities to improve digital services and public access to planning information. Some respondents requested additional consultation and more time for Council to consider the proposed bylaw, including its relationship to Housing Accelerator Fund commitments. Following its review of the submissions, the Planning and Heritage Department incorporated a number of revisions into the Draft Zoning and Development Bylaw, including refinements to definitions, reconsideration of specific provisions, and amendments intended to improve clarity, consistency, and alignment with the intended policy outcomes.

Public Feedback – May 25 – September 3 (inclusive)

A total of 185 comments were received between May 25 and September 3, inclusively through public engagement sessions, developer sessions, and the online feedback portal. The feedback reflected a broad range of perspectives on the Draft Zoning and Development Bylaw, with recurring themes related to building height and density, heritage protection, housing policy, parking and transportation, development approvals, waterfront development, and environmental considerations.

Comments regarding building height, density, and heritage generally reflected differing views on how Charlottetown should accommodate future growth while maintaining its established character. Some participants supported increased height, density, and mixed-use development, particularly in the downtown, waterfront, and other appropriate growth areas, as a means of supporting housing supply and economic activity. Others raised concerns about potential impacts on view corridors, urban form, neighbourhood character, and the historic identity of the downtown and 500 Lot Area. Feedback also emphasized the importance of clear design standards and ensuring that new development is compatible with surrounding heritage resources and established neighbourhoods.

Housing policy, parking, transportation, and the development approval process were also prominent areas of discussion. Many participants recognized the need for additional housing options and expressed support for four units-as-of-right, accessory dwelling units, and other forms of gentle density. Others questioned whether the proposed regulations were sufficiently flexible to support housing production or expressed concerns about increased density, parking demand, infrastructure capacity, and neighbourhood impacts. Parking reform received both support and opposition, while feedback on development approvals generally favored a more efficient and predictable process, balanced with continued opportunities for public participation and appropriate oversight.

Waterfront development and environmental considerations generated further discussion regarding the quality and sustainability of future growth. Some participants supported additional density and mixed-use development along the waterfront, while others emphasized the need to protect public access, views, sightlines, and the waterfront's contribution to Charlottetown's identity and public realm. Environmental feedback generally supported stronger stormwater management, tree preservation, landscaping, green infrastructure, and climate resilience measures, while also noting that additional requirements may affect development costs, flexibility, and project feasibility. Collectively, the feedback illustrates the need to balance housing and growth objectives with heritage conservation, infrastructure capacity, environmental performance, urban design, and meaningful public participation.

HOUSING ACCELERATOR FUND AGREEMENT & CONSIDERATIONS

In January 2024, Council authorized the City to enter into an agreement with the Canada Mortgage and Housing Corporation (CMHC) under the Housing Accelerator Fund (HAF), with the agreement fully executed in February 2024. The agreement provided $10,059,000 to the City, to be advanced through four payments, to implement eight agreed initiatives. In April 2026, CMHC reduced the City's funding by $1,257,375 due to the inability to complete the agreed initiatives within the required timeframe. This reduced the City's total HAF funding allocation to $8,801,625.

The HAF program is intended to increase the supply of affordable housing units within the three-year program period; enhance the diversity of housing options available to meet the needs of a growing and evolving population; align municipal initiatives with the goals and objectives of the Province's Housing Strategy; and support sustainable and resilient housing development practices that consider environmental impacts and climate resilience.

Of the eight HAF initiatives, Initiative 1 – Implementing a New Official Plan and Zoning and Development Bylaw is a foundational initiative, as it establishes the policy and regulatory framework needed to support implementation of the remaining seven initiatives. The new Official Plan received Ministerial approval and came into effect in March 2026. Initiative 1 facilitates the modernization of the City's Official Plan and Zoning and Development Bylaw to enable increased residential density along identified corridors and nodes and establishes the planning framework necessary to advance the broader HAF commitments.

Key changes contemplated through Initiative 1 include increasing maximum allowable building heights to approximately six to eight storeys in appropriate zones; establishing clearer design requirements, including urban greening and design review processes; increasing density allowances along identified corridors and nodes; ensuring development complies with applicable permitted-use regulations; directing increased density toward areas with existing road, water, sewer and active transportation infrastructure; incorporating urban greening measures to mitigate increased temperatures and urban heat effects associated with densification; and facilitating mixed-income options within larger multi-unit developments, including a determined proportion of affordable housing units.

The table below provides a summary of each of the eight HAF initiatives and their corresponding estimated completion timelines.

HAF Initiative	Estimated Milestone Completion Date
1. Implement a New Official Plan and Zoning Bylaw	September 30, 2025
2. Accessory Dwelling Unit Program	December 1, 2026
3. Implement E-Permitting	January 5, 2026
4. Parking Strategy	December 31, 2025
5. Redevelopment for Higher-Density Multi-Unit Apartments	September 30, 2025
6. Clarify Design Requirements to Promote Missing-Middle Dwelling Units	September 30, 2025
7. Implement Density Bonusing and Clarify Design Standards for Affordable Units	December 31, 2025
8. Remove Exclusionary Zoning / Promote Higher Density	September 30, 2025

Status of Housing Accelerator Fund Initiatives

Overall, substantial progress has been made across all eight HAF initiatives. Several initiatives have been completed or

are in the final stages of implementation. Most of the remaining milestones are directly dependent on the adoption and implementation of the new Zoning and Development Bylaw, making its advancement an important step toward completing the City's outstanding HAF commitments.

The following provides a more detailed update on the status and remaining work associated with each of the eight HAF initiatives.

Initiative 1: Implement a New Official Plan and Zoning Bylaw

The new Official Plan has been completed, received Ministerial approval, and is now in effect. The Draft Zoning and Development Bylaw is now being brought forward for Council consideration and adoption. Approval and implementation of the new Bylaw will complete the remaining component of this initiative.

Initiative 2: Accessory Dwelling Unit Program

Significant progress has been made on the Accessory Dwelling Unit (ADU) Program. Completed work includes the Background Analysis on Community Character and Housing Design, initial community consultation, development of pre-approved housing plans and design guidelines, and a second round of stakeholder consultation to present the proposed designs to residents. Information and materials relating to the program have also been made available through the Charlottetown Hall website.

The final drawings are currently under review by Planning and Heritage staff. Following completion of this review, the remaining work will include finalizing the policy framework for the proposed ADU incentive program. Successful implementation of this initiative is also dependent on the adoption of the Draft Zoning and Development Bylaw, which provides the regulatory framework necessary to support the expanded use of ADUs.

Initiative 3: Implement E-Permitting

The E-Permitting initiative is in its final implementation phase prior to going live. The key components required to support an automated permitting system have been substantially completed, including the public access portal that will allow applicants to submit applications online.

The remaining implementation activities are scheduled as follows:

1. Public access payment walkthrough – October 6
2. Refresher session with the internal team – October 16
3. Go-live and public access sessions - October 16 to November 30

Completion of these final activities will position the City to proceed with implementation of the new E-Permitting system.

Initiative 4: Parking Strategy

The RFP for the Integrated Parking Strategy has been completed, and the Strategy has been approved by Council. The remaining milestone relates to implementation of revised parking standards through the new Zoning and Development Bylaw.

Reduced parking minimums have already been incorporated into the Draft Bylaw. The proposed requirements are linked to transit accessibility and walkability, particularly within the downtown area and along identified corridors and nodes where increased densities are proposed.

Accordingly, completion of the remaining milestone will occur through the adoption and implementation of the new Zoning and Development Bylaw.

Initiative 5: Redevelopment for Higher-Density Multi-Unit Apartments

This initiative is being advanced through the broader Zoning and Development Bylaw review and update. The Draft Bylaw includes provisions intended to support higher-density multi-unit residential development in appropriate locations. Adoption and implementation of the new Zoning and Development Bylaw will complete the remaining requirements of this initiative.

Initiative 6: Clarify Design Requirements to Promote Missing-Middle Dwelling Units

This initiative is being advanced through the Zoning and Development Bylaw review and update. The Draft Bylaw establishes clearer development and design requirements intended to support a broader range of missing-middle housing forms. Adoption and implementation of the new Bylaw will complete the remaining requirements of this initiative.

Initiative 7: Implement Density Bonusing and Clarify Design Standards for Affordable Units

The remaining requirements of this initiative are being advanced through the Draft Zoning and Development Bylaw. The proposed regulatory framework includes provisions intended to support increased density and affordable housing outcomes in appropriate development contexts. Adoption and implementation of the new Bylaw will complete the remaining requirements of this initiative.

Initiative 8: Remove Exclusionary Zoning / Promote Higher Density

This initiative is being implemented through the Official Plan and Zoning and Development Bylaw review process. The Draft Bylaw introduces regulatory changes intended to support greater housing choice, increased residential density, and more permissive development opportunities in appropriate areas of the City. Adoption and implementation of the new Zoning and Development Bylaw will complete the remaining requirements of this initiative.

Legislative and Procedural Next Steps to Council Adoption

Section 19 of the *Planning Act* (PEI) establishes the procedural requirements for the adoption of a municipal bylaw. Following consideration of the Draft Zoning and Development Bylaw by the Planning Board and any resulting recommendation to Council, the Bylaw must proceed through the formal Council adoption process prescribed by the Act.

The *Planning Act* requires the Bylaw to be read and formally approved by a majority of Council on two separate occasions, with the readings occurring at Council meetings held on different days. Following second reading, Council must formally adopt the Bylaw by resolution.

Following Council adoption, the Bylaw must be signed by the Mayor, the municipal administrator, and the Minister, formally declared to be passed, and sealed with the corporate seal of the municipality.

Once the required approvals and signatures have been obtained, a copy of the Bylaw bearing the signatures of the Mayor, the administrator, and the Minister must be entered into the municipal register of bylaws maintained by the administrator.

Conclusion

Following review of the Draft Zoning and Development Bylaw, consideration of public and stakeholder feedback, and incorporation of the resulting revisions, the Planning and Heritage Department is recommending that the Planning Board advance the Bylaw to Council for adoption.

Accordingly, the Department requests that the Planning Board recommend to Council the adoption of the new City of Charlottetown Zoning and Development Bylaw in accordance with Section 19 of the *Planning Act* (PEI).

Council or Committee History:
Planning Board Meeting August 5, 2026, Council Meeting August 11, 2026.

Financial Implications:

In January 2024, Council authorized the City to enter into an agreement with the Canada Mortgage and Housing Corporation (CMHC) under the Housing Accelerator Fund (HAF). The agreement was fully executed in February 2024 and provided for up to **$10,059,000** in funding to the City, to be advanced through four payments, for the implementation of eight agreed HAF initiatives. In April 2026, CMHC reduced the City's funding allocation by **$1,257,375** because of delays in completing the agreed initiatives within the established timelines.

The implementation of the new Zoning and Development Bylaw is a foundational component of the City's HAF commitments and supports the delivery of several of the remaining initiatives. Further delays in advancing and implementing the Bylaw may therefore create additional risk to the City's HAF funding, including the potential for further funding reductions or, in a more significant circumstance, termination of the funding agreement by CMHC.

Any further reduction or cancellation of HAF funding could have broader financial and operational implications for the City. Several HAF-supported initiatives are already in advanced stages of implementation. If federal funding is reduced or withdrawn, Council may be required to reconsider the timing, scope, or continuation of these initiatives or identify alternative municipal funding through future budget processes to complete outstanding work. This could also affect the implementation of other programs and expenditures approved through the attached City's HAF Spending Plan.

Failure to meet the City's HAF commitments may also have implications beyond the current agreement. Delays in implementing the Zoning and Development Bylaw may also affect the City's eligibility for future federal housing, infrastructure, and related funding opportunities. Reduced access to these funding sources could, in turn, affect the pace at which the City is able to advance planned housing, infrastructure, and related municipal improvements.

Public Engagement and Communication:

In tandem with the public engagement strategy, a communications campaign was implemented to raise awareness of opportunities for residents to participate in the review of the Draft Zoning and Development Bylaw. This included public service announcements, social media posts, radio advertisements, and newspaper advertisements promoting the engagement activities and encouraging public participation.

Legislative Authority:
PEI Planning Act, Municipal Government Act

Strategic Alignment:
Vision: Embracing the Future, Creating a community for everyone
Purpose: Delivering community-focused programs and services that matter most to our residents. Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: People-focused, Welcoming, Accountable, Safety
Commitments: Sustainability, Reconciliation, Collaboration and Partnership, Inclusion, Residents and Visitors, Transparency, Engagement, Communication, Growth
Pillars: Community Building and Placemaking; Governance & Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

The Planning Board did not support staff's recommendation to approve the draft Zoning and Development Bylaw. Instead, the Board passed a motion declining to accept the staff recommendation, citing concerns with several key elements of the proposed Bylaw. These included the proposed regulatory framework governing future development

along the waterfront; the provision permitting up to four dwelling units as-of-right, as appropriate; the proposed reduction in as-of-right building heights within the downtown area; and concerns related to the Housing Accelerator Fund (HAF), including the implications of associated contingent funding requirements.

CHARLOTTETOWN

CITY OF CHARLOTTETOWN

ZONING & DEVELOPMENT BYLAW

DRAFT Date:

September 29, 2026

Amendment No./ Revision No.:

000

Date of most recent amendment:

XXX X, XXXX

Document updated:

XXX X, XXXX

CHARLOTTETOWN

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CHARLOTTETOWN

PART 1
Administration & Operation

1.1 AUTHORITY

.1 This bylaw is enacted under the authority of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1 and the Planning Act, R.S.P.E.I. 1988, c. P-8 of the Province of Prince Edward Island.

1.2 TITLE

.1 This bylaw may be cited as the City of Charlottetown Zoning and Development Bylaw, and may be referred to as the Zoning Bylaw.

1.3 SCOPE

.1 This bylaw prescribes:

(a) The purposes for which land, buildings and structures in any zone may be used;
(b) Standards for the placement, erection, alteration, and use of buildings and structures;
(c) The use of a permit system that includes the application for a building permit, Sign Permit, footing permit, demolition permit and moving permit;
(d) Standards for subdivision approval and the subdivision application process; and
(e) Standards for the design and placement of a sign.

1.4 TRANSITIONAL PROVISIONS

.1 Any application for a permit or subdivision that has been made but not completed as of the effective date of this bylaw shall continue to be processed in accordance with the provisions of the former City of Charlottetown Zoning and Development Bylaw (October 1, 2018).

.2 Any permit that has been issued and any preliminary or final subdivision approval that has been given prior to the effective date of this bylaw shall stand as issued or approved until its original expiry date, and any work in accordance with the approved permit or subdivision may continue uninterrupted.

1.5 ZONES

.1 The City is divided into zones to which the regulatory provisions of this bylaw apply.

.2 The zones may be referred to by the following symbols and colours in Figure 1.1.

.3 The boundaries of the zones and overlays are shown on the Zoning Map (Schedule A), which is an integral part of this bylaw.

.4 Where the boundary of any zone is uncertain:

(a) The boundary substantially follows a street, lane, or other public right-of-way, then the centre line of such feature is the boundary;
(b) The boundary substantially follows lot lines shown on the City's property map, then the lot lines are the boundaries;

Figure 1.1 City of Charlottetown Zones

Official Plan Land Use Category	Zone Name	Symbol
Neighbourhoods	Neighbourhood	RN
	Medium Density Residential	RM
	High Order Residential	RH
Downtown (Core, Periphery and Waterfront)	Downtown Core	DC
	Downtown Main Street	DMS
	Downtown Mixed Use	DMU
	Downtown Neighbourhood	DN
	Downtown Waterfront	DW
Workscapes	Business Park	BP
	Airport Periphery	AP
	Heavy Industrial	HI
	Port	P
Corridors	Growth Corridor	GC
Nodes	Growth Node	GN
Institutional	Institutional	I
Parks and Public Spaces	Parks and Public Spaces	PPS
	Privately-owned Open Spaces	POS
Urban Expansion	Urban Expansion	UE

(c) The boundary runs substantially parallel to a street line and the distance from the street line is not indicated, then the boundary shall be deemed to be parallel to such street line and the distance from the street line shall be determined according to the scale shown on the Zoning Map; or

(d) The boundary follows the shoreline of a watercourse, then the mean high water mark is the boundary unless the municipal boundary is different. Water lots shall be subject to Section 3.19, including the provisions applicable to the Water Lot Commercial and Water Lot Open Space overlays shown on Schedule A.

1.6 OTHER BYLAWS, PERMITS, AND LICENSES

.1 Nothing in this bylaw shall relieve any person from the obligation to comply with the requirements of any other bylaw of the City in force from time to time, or the obligation to obtain any license, permit, authority, or approval required under any bylaw of the City, or statute or regulation of the Province of Prince Edward Island or the Government of Canada.

.2 Where the provisions of this bylaw conflict with those of any other city bylaw or any regulations or codes of the Province of Prince Edward Island, the higher or more stringent requirement shall prevail.

1.7 CERTAIN WORDS

.1 In this bylaw, words used in the present tense include the future; words in the singular number include the plural and words in the plural number include the singular, all as the context allows; and the word 'shall' is mandatory and is not permissive.

1.8 REPEAL

.1 This bylaw shall come into force effective the date of the Minister's approval.

.2 The City of Charlottetown Zoning and Development Bylaw (October 1, 2018) is hereby repealed.

1.9 DEVELOPMENT OFFICER

.1 The Council shall appoint a Development Officer who shall administer this bylaw, and the Council may name a designate or designates to the Development Officer.

.2 Notwithstanding the foregoing, the Development Officer shall have the authority to approve or deny a permit or a subdivision application in accordance with this bylaw, except for those applications that require Planning Board, Design Review Board and/or Council to be involved in the process as specified in this bylaw.

1.10 PLANNING BOARD

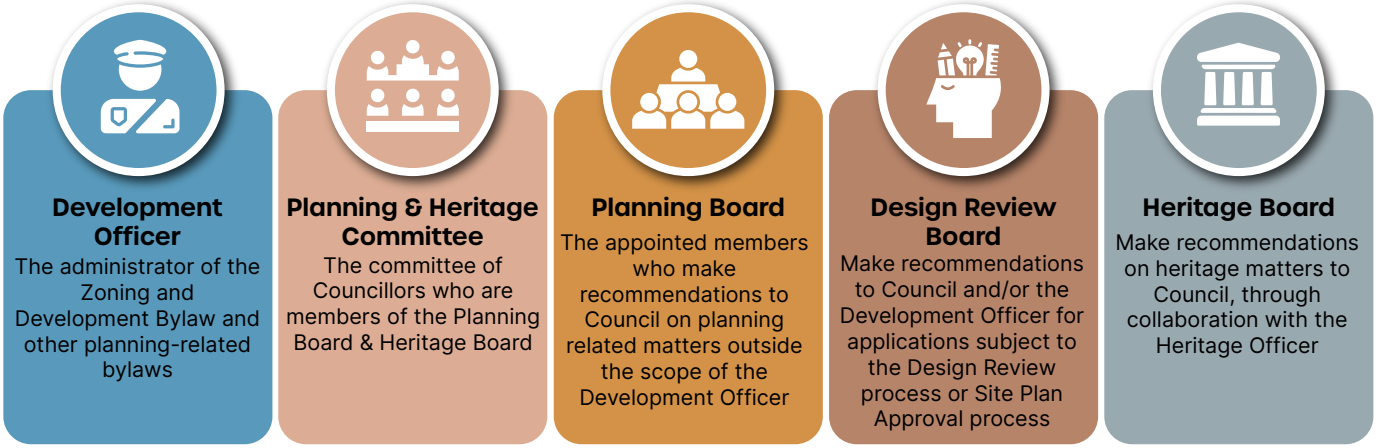
.1 There is hereby established a board for the City to guide matters of planning called the Planning Board.

.2 The duties, composition and requirements of the Planning Board shall be established in a boards and committees' terms of reference document separate from this bylaw.

1.11 DESIGN REVIEW BOARD

.1 There is hereby established a Design Review Board.

Figure 1.2 Roles & responsibilities related to land use planning



.2 The duties, composition and requirements of the Design Review Board shall be established in a boards and committees terms of reference document separate from this bylaw.

1.12 HERITAGE BOARD

.1 There is hereby established a Heritage Board.

.2 The duties, composition and requirements of the Heritage Board shall be established in a boards and committees terms of reference document separate from this bylaw.

1.13 CONFLICT OF INTEREST

.1 No member of the Planning & Heritage Committee, the Planning Board, the Design Review Board, or the Heritage Board shall derive any profit or financial advantage from their position. Where a member has any pecuniary interest in or is affected by any matter before these committees or boards, they shall declare the interest therein, abstain from voting and discussion, and physically remove themselves from the meeting venue at that time.

.2 If declarations of conflict of interest leave the Planning Board, Heritage Board or Design Review Board without quorum for a matter, the Mayor may appoint the minimum number of temporary members necessary to establish quorum for consideration of that matter.

1.14 CALCULATION OF NUMERICAL REQUIREMENTS

.1 All numerical requirements in this bylaw are provided in metric units of measurement. Imperial units of measurement, where provided, are for user convenience only. Where a discrepancy between metric and imperial measurements occurs, the metric measurement shall prevail.

.2 In this bylaw, unless otherwise stated, metric fractions of 0.5 or greater must be rounded up to the nearest whole number and fractions of less than 0.5 must be rounded down to the nearest whole number. This rule does not apply to prescribed dimensions.

1.15 CONTRADICTIONS

.1 If a figure and text contradict each other in this bylaw, the text shall prevail.

CHARLOTTETOWN

PART 2
Permit Applications & Processes

2.1 FEES FOR PERMITS AND RELATED SERVICES

.1 The City shall collect fees for permit applications and related services as outlined in a separate city fee schedule and as enabled by the Planning Act.

.2 The value of the processing fees shall be set from time to time by a resolution of Council and may be amended by resolution in accordance with the Municipal Government Act.

.3 Fees shall be submitted with a completed application form for a:

(a) Building permit, sign permit, footing permit, demolition permit, and moving permit;
(b) Preliminary or final subdivision;
(c) Variance, rezoning, design review, pre-application inquiry, and planning inquiry;
(d) Moving and demolition permit deposits; and
(e) The value of cash-in-lieu of parking spaces and parkland.

2.2 UNDERTAKINGS

.1 No person shall undertake a development except as provided herein and in conformity with this bylaw and the Province-Wide Minimum Development Standard Regulations in accordance with the Planning Act. Where there is a lack of clarity the Province shall be consulted.

.2 No development shall be undertaken without a building permit.

.3 No building construction, addition or renovation, subject to the Building Code Bylaw, shall be undertaken without a building permit.

2.3 PERMIT EXEMPTIONS

.1 Notwithstanding Section 2.2, a building permit is not required for:

(a) Normal maintenance of the exterior of an existing building or structure (i.e. shingling, siding, roofing, repainting) excepting registered heritage properties;
(b) Temporary uses or temporary signs as specified in Part 9;
(c) The following or similar miscellaneous minor structures:
  i) Clothes poles
  ii) Flag poles
  iii) Garden trellises
  iv) Cold frames
  v) Fences
  vi) Retaining walls under 1.2 m high
  vii) Children's play structures
  viii) Doghouses
  ix) Interpretive displays
(d) Any other exemptions contained in the PEI Building Code.

2.4 RIGHT OF ENTRY

.1 Subject to subsection 24.1(8) of the Planning Act, every owner or occupant shall allow an enforcement officer and any accompanying person to enter any land, building, premises or work site at any reasonable time for the purposes of administering and enforcing this bylaw.

2.5 DEVELOPMENT PATHWAYS

.1 This bylaw enables development through three potential pathways:

(a) **As-of-Right Pathway:** This process is fully administered by the Development Officer. Some as-of-right pathways may include conditions that must be met as set out in the zones.

(b) **Site Plan Approval Pathway:** This process includes more rigorous built-form and application submission requirements for larger projects. This process is administered by the Development Officer unless a variance is required.

(c) **Development Agreement Pathway:** The Development Agreement (DA) pathway requires approval by Council and is more time-intensive than the other pathways with less certainty of outcome. DA pathways are only permitted where specifically identified in this bylaw.

.2 Additional information about these development pathways, including key review stages, anticipated timelines and submission requirements, is provided in a separate Development Pathways Checklist issued by the Planning and Heritage Department and updated from time to time.

.3 The applicable zone or another provision of this Bylaw identifies where the Site Plan Approval or Development Agreement Pathway is available or required.

.4 Except where otherwise specified in an approved Development Agreement, development approved through the Development Agreement Pathway shall comply with all other applicable provisions of this Bylaw.

2.6 BUILDING PERMIT

.1 No person shall erect a building or undertake development unless a building permit has first been issued in accordance with the two-stage process established by this section.

.2 **Stage 1**, the zoning compliance review, shall ensure that the zoning and subdivision requirements of this bylaw are met prior to advancing to stage 2.

.3 **Stage 2**, the building code review, is designed to ensure the Building Code requirements are met, following on the approval of the Stage 1 review.

.4 If an application for a building permit is incomplete, the Development Officer shall notify the applicant in writing within 7 calendar days of the submission.

.5 If an application for a building permit is incomplete and remains so for a period of 6 months, the application is considered abandoned and thus cancelled, null and void.

.6 Where the Development Officer is unable to determine if an application meets the requirements of this bylaw, or other bylaws or statutes which may be in force, the

Development Officer may refer the application to the Planning Board or Heritage Board to give direction on the disposition of the application.

.7 An application for a building permit shall be rejected if:

(a) The proposed development does not conform to this bylaw, or other bylaws (including the Building Code Bylaw) or applicable provincial legislation;
(b) The proposed method of water supply and/or waste disposal is not appropriate;
(c) There is no safe and efficient access to the public street; or
(d) The impact of the proposed development would be detrimental to environmentally sensitive areas.

.8 When an application for a building permit is rejected, the Development Officer shall notify the applicant in writing of the decision and the reason for the refusal within 7 calendar days of the decision.

.9 Construction undertaken pursuant to a building permit shall be commenced within:

(a) A 24-month period from the date of issuance of an as-of-right building permit.
(b) A 24-month period from the date of issuance of a site plan approval building permit.
(c) A 3-year period from the date of issuance of a development agreement building permit, or as negotiated in the agreement.

.10 Construction shall be completed within the time specified on the permit when applicable.

.11 A building permit may be renewed for 1 period upon application to the Development Officer and shall be valid only for the time period specified at the time of renewal.

.12 Council may require that a development agreement be signed between the two parties, for an application under any of the three development pathways, indicating that the development will be carried out in accordance with the drawings and other documents produced in respect of the proposed development and agreed upon between both parties, and the development agreement shall bear the signatures of the applicant and the City. When an applicant refuses to enter into a development agreement when required by the City, the application shall be denied.

2.7 VARIANCES

.1 When a Stage 1 building permit application does not meet an eligible numerical or performance standard of this Bylaw, the applicant may apply for a variance to:

(a) reduce the minimum setback or stepback requirement for a front, rear, side or flankage yard;
(b) reduce the minimum lot area or lot frontage requirement for a lot existing on the effective date of this Bylaw;
(c) increase the maximum lot coverage or reduce a required parking, bicycle parking or loading count;
(d) vary a minimum streetwall width, maximum building dimension, articulation requirement or other numerical built-form standard;
(e) increase the maximum building height by up to 10%, provided that the variance

does not create an additional storey, floor area or dwelling unit and is not used in place of Section 2.10; and

(f) vary a numerical signage requirement.

.2 **Tier 1** - Administrative Variance. A variance identified in subsection 2.7.1 shall be considered a Tier 1 Administrative Variance where the requested adjustment does not exceed 20% of the applicable standard, except that a variance to maximum building height shall not exceed the limit and conditions in subsection 2.7.1(e). The Development Officer may approve, approve with conditions or refuse a Tier 1 Administrative Variance in accordance with this section.

.3 **Tier 2** - Contextual Variance. A variance identified in subsection 2.7.1 that exceeds the Tier 1 threshold may be considered as a Tier 2 Contextual Variance where the application identifies at least one of the following circumstances:

(a) a lawfully existing building, structure or lot that predates the applicable standard;

(b) an irregular lot shape, topography, easement, utility, public infrastructure, heritage considerations or other site constraint not created for the purpose of avoiding this Bylaw;

(c) the conversion or adaptive reuse of an existing building to a permitted use, provided that the part of the building requiring the variance is not extended closer to the affected lot line;

(d) a design required to improve accessibility, fire or life safety, energy performance, heritage conservation or public infrastructure, without varying the governing safety or accessibility requirement; or

(e) an alternative design that provides equal or better performance than the applicable standard.

.4 A Tier 2 Contextual Variance is not subject to a general percentage limit. A maximum building height variance remains subject to subsection 2.7.1(e). A circumstance listed in subsection 2.7.3 permits the application to be considered but does not establish an entitlement to approval.

.5 An application for a variance shall be submitted with sufficient information as may be required by the Development Officer for the purpose of adequately assessing the proposal, including:

(a) all required submissions for the applicable as-of-right, Site Plan Approval or Development Agreement pathway, with the requested variance identified on the related drawings;

(b) the applicable Bylaw standard, the required and proposed measurements and the calculated percentage of the requested variance;

(c) the reason why the variance is being requested and the planning rationale for the request;

(d) for a Tier 2 Contextual Variance, the applicable circumstance under subsection 2.7.3 and the supporting evidence;

(e) a written summary explaining how the proposal satisfies the criteria in subsection 2.7.6; and

(f) any other information deemed necessary by the Development Officer to evaluate the proposal.

.6 A variance shall not be approved unless the decision-maker is satisfied that:

(a) the variance maintains the intent and purpose of the Official Plan;
(b) the variance maintains the intent and purpose of this Bylaw and of the standard from which the variance is requested;
(c) the variance is minor in nature, having regard to its planning impact, the remaining standard, the site context, the intensity of development and all variances requested for the property, and not solely to the percentage requested;
(d) the variance is desirable for the appropriate development or use of the land, building or structure;
(e) the variance will not cause unreasonable harm to neighbouring properties, the public realm, municipal services, access, drainage, privacy, safety, heritage or the environment, with any enforceable conditions taken into account; and
(f) the variance is no greater than reasonably necessary to address the circumstances of the application.

.7 Before a variance may be approved, the Development Officer shall determine that the application is complete, that all required fees have been paid and that the application is eligible under this section.

.8 Before a Tier 2 Contextual Variance is considered by the Planning Board, the Development Officer shall provide written notice describing the requested variance to Affected Property Owners within 100 m of the boundaries of the subject lot and allow 14 calendar days for written comments.

.9 A Tier 2 Contextual Variance shall be referred to the Planning Board, which shall consider the application, the Development Officer's recommendation and all relevant comments received in response to the notice.

.10 Where Planning Board supports the Development Officer's recommendation, the Development Officer shall approve, approve with conditions or refuse the variance in accordance with that recommendation. Where Planning Board and the Development Officer disagree, the Development Officer shall refer the application to Council for a final decision.

.11 A variance associated with Site Plan Approval may be referred to the Design Review Board for review and recommendation; however, final approval must come from the Development Officer or Council, if the decision is referred to them.

.12 The decision-maker may impose conditions that are necessary, proportionate, related to the requested variance and enforceable through the approved plans or permit. Every decision shall be provided in writing and shall identify the variance approved or refused, address each criterion in subsection 2.7.6, respond to material planning comments, state any conditions and identify the applicable appeal rights and deadline.

.13 A variance shall not authorize:

(a) a land use not permitted in the applicable zone;
(b) an increase in the permitted number of dwelling units, density, floor area ratio

or another development entitlement established by this Bylaw;

(c) a height increase that creates an additional storey, floor area or dwelling unit, or that avoids Section 2.10;

(d) the creation of a new lot that does not meet the applicable minimum lot area or lot frontage;

(e) a variance from a requirement imposed by provincial legislation, the Building Code, a fire or life-safety standard, an emergency-access requirement, an environmental or flood-protection requirement, an accessibility requirement or a servicing-capacity requirement;

(f) a reduction in required accessible parking or an accessible route; or

(g) a prohibited sign, a prohibited use or any matter expressly made ineligible for a variance by this Bylaw.

.14 When an application for a variance has been lawfully denied, the same or a similar variance application shall not be considered within 1 year of the decision unless:

(a) new material facts or evidence not available at the time of the initial decision have come to light; or

(b) a material change in circumstances has occurred since the initial decision.

2.8 ZONING BYLAW AMENDMENTS

.1 Council may initiate an amendment to the Zoning and Development Bylaw to change the text of the bylaw or to rezone a property without the authorization of the owner(s) of land(s) involved in the rezoning, provided that the proposed amendment obtains the support of Council and complies with the general intent and purpose of the Official Plan. If the proposed amendment is contrary to the policies in the Official Plan, an amendment to the Official Plan must be filed in conjunction with or prior to the bylaw amendment.

.2 A person who seeks to rezone a parcel of land, or to otherwise have this bylaw amended, shall submit an application that includes such information as may be required by the Development Officer for the purpose of adequately assessing the desirability of the proposal, and if the application is for a rezoning it shall include:

(a) Sufficient funds to cover the cost associated with processing the application;

(b) A legal description and a plot plan, or a survey plan, accurately showing the location of the property or properties to be rezoned;

(c) The names and addresses of the owner of the property and, if the applicant is not the owner, a statement as to the applicant's interest in the property or a statement of consent from the owner;

(d) Documentation of any supporting policies from the Official Plan to support the change;

(e) If the proposed amendment is contrary to the policies in the Official Plan, an amendment to the Official Plan must be filed in conjunction with the bylaw amendment; and

(f) Such other information as deemed necessary by the Development Officer to evaluate the proposal.

.3 Before amending the regulations of this bylaw or rezoning any parcel of land, Council

shall conduct a public meeting to receive additional opinions from the public.-

.4 Before a rezoning is heard at a public meeting, the Development Officer shall:

(a) Provide written notice by ordinary mail, courier or by hand delivery advising all affected property owners within 100 m of the boundaries of the subject lot through notification in writing at least 20 calendar days prior to the public meeting, of the date of the public meeting;
(b) Ensure that the notice identifies the subject lot and describes the rezoning application and the date by which written objections must be received;
(c) Publish a notice in not less than two issues of a newspaper circulating in the City with the first notice at least 7 calendar days prior to the public hearing date; and
(d) Post a copy of the notice in at least 1 conspicuous place on the subject lot at least 7 calendar days prior to the date fixed for the public meeting.

.5 A notice in writing shall be sent to the applicant within 7 calendar days of the Council decision stating if the application is successful, and if not successful, stating the appeal process available to the applicant.

2.9 SITE SPECIFIC ZONING AMENDMENTS

.1 Site specific zoning amendments for changes to dimensional zoning measures (frontage, height, parking count, tree planting, etc.) shall be addressed through variance protocols and are otherwise not permitted on a site specific basis.

.2 An application for a site specific zoning amendment for a land use change may be considered by addressing:

(a) The reason for the request;
(b) The supporting policies of the Official Plan; and
(c) Any mitigation measures intended to reduce the impacts to traffic, neighbourhood character change, safety, or other negative impacts the land use change may have on the surrounding neighbourhood.

.3 The procedure for consideration of a site specific zoning amendment shall follow the same approval process as the zoning bylaw amendment process (Section 2.8).

2.10 BONUS HEIGHT APPLICATIONS

The purpose of this section is to permit additional building height, beyond the maximum height otherwise permitted in the applicable zone, where a development proposal demonstrably provides public benefits that advance municipal objectives.

.1 Bonus Height is not permitted as of right. The Design Review Board may approve, approve in part or refuse an application for Bonus Height in accordance with Sections 2.11 and 2.12.

.2 Notwithstanding the maximum building height permitted in the applicable zone, a development may be permitted a maximum bonus of 2 additional storeys, in the following zones:

(a) Downtown Core (DC),
(b) Downtown Waterfront (DW), and
(c) Growth Node Zones (GN).

.3 An application for bonus height shall be submitted with sufficient information as may

be required by the Development Officer for the purpose of adequately assessing the proposal, including:

(a) A legal description and a plot plan, or a survey plan, accurately showing the location of the property and building or structures on the property in question;
(b) The name and address of each property owner and, if the applicant is not an owner, a statement describing the applicant's interest in the property;
(c) Design drawings, as required to proceed through the design review process;
(d) The drawings must show the affordable units, if they are being proposed, and their total Gross Floor Area; and
(e) Such additional information as deemed necessary by the Development Officer, including studies or analyses to ensure that the proposed Bonus Height and/or its massing meet the desired performance standards with respect to mitigating visual, shadow, wind, and traffic impacts.

.4 Any additional height granted through this section shall be proportional to and commensurate with the value of the public benefit provided as set out in Section 2.11.2.

.5 Approval of bonus height under this section shall not be construed as creating a precedent or vested right, and each application shall be evaluated on its own merits having regard to site specific conditions and municipal policy objectives.

.6 An approval under this section determines only the maximum additional building height that may be incorporated into the proposed development. Development shall not proceed until the applicant has obtained all other approvals required by this bylaw, including Council approval of any applicable Development Agreement.

2.11 ELIGIBLE PUBLIC BENEFITS FOR BONUS HEIGHT

.1 Bonus height may be considered only in exchange for the provision of one or more of the following public benefits, to the satisfaction of the City:

(a) Affordable Housing;
  i) Affordable housing shall meet income, rent, and tenure requirements established by the City's housing policies or programs in effect at the time of application; and/or
  ii) Affordable units shall be secured for a minimum period of 10 years, or such longer period as Council may require.
(b) Public Art
  i) Public art shall be publicly accessible and visible from a public street or publicly accessible open space.
  ii) Public art shall be designed, commissioned, and installed in accordance with City-approved public art guidelines.
  iii) Cash-in-lieu contributions may be permitted where physical installation is not feasible, at Council's discretion.
(c) Publicly Accessible Indoor or Outdoor Space

i) Public spaces shall be legally secured for public access and use.
ii) Such spaces may include plazas, courtyards, atriums, or similar areas designed to accommodate public gathering or pedestrian circulation.
iii) Spaces shall be accessible during hours determined by the City and maintained at the owner's expense.

(d) Green Roofs
i) Green roofs shall exceed any minimum landscaping or sustainability requirements otherwise required by this bylaw.
ii) Green roofs shall be designed to meet recognized industry standards for performance, maintenance, and longevity.
iii) Preference shall be given to green roofs that are accessible or that demonstrably contribute to stormwater management, urban heat reduction, or biodiversity.

(e) Additional Open Space
i) Open space provided under this subsection shall be in addition to any minimum landscaped open space otherwise required by this bylaw.
ii) Open space shall be usable, well-designed, and appropriately landscaped.
iii) Priority shall be given to open space that improves pedestrian connectivity or contributes to the public realm.

(f) Natural Heritage Enhancement and Urban Canopy
i) The provision or restoration of natural heritage features that deliver a demonstrable public benefit, including the establishment or enhancement of tree cover equivalent to a minimum of fifteen percent (15%) of the lot area, using City-approved tree species. This may also include the restoration or enhancement of natural areas, undertaken in collaboration with a local conservation or watershed group or the City's Urban Forestry Team. All works shall be designed, implemented, and maintained to the satisfaction of the City.

.2 Bonus height shall be granted only where the applicant demonstrates, to the satisfaction of the City, that the value of the public benefit provided is commensurate with the value of the additional development rights conferred. For the purposes of this section:

(a) The value of additional height shall be assessed based on additional gross floor area of the additional storeys at a rate of $409/m² (2026 dollars).
(b) The rate above shall vary annually in accordance with the Annual PEI Consumer Price Index.

.3 Where multiple public benefits are provided, the City may consider the combined value of such benefits in determining eligibility for bonus height.

.4 The Design Review Board may approve, approve in part, or refuse the requested bonus height where the proposed public

benefit is insufficient, inappropriate, inadequately secured or not commensurate with the value of the additional development rights.

2.12 DESIGN REVIEW FOR BONUS HEIGHT

.1 The design review process shall apply to bonus height, as described in Section 2.10, in accordance with typical site plan approval submission requirements.

.2 In considering a new application for bonus height, the Design Review Board may consider any requested changes from the built form requirements of the zone on a case-by-case basis for the additional floors only.

.3 The developer shall provide for consideration their calculations for the assessed value of the additional gross floor area following Section 2.11.2 and the developer's assessed value of the proposed public benefit including their methodology for valuation.

.4 Design Review Process

(a) Upon receipt of the completed application and related application fee for a design review, the plans shall first be reviewed by the Development Officer to confirm compliance with all other applicable provisions of this bylaw.

(b) Compliant applications shall be forwarded to a design reviewer, no less than one week before the design review meeting. Each design reviewer shall, prior to the meeting:

i) Conduct a review of the proposed development for conformance with the intent of this bylaw, including the Design Standards for the 500 Lot Area and the criteria for evaluation for design review.

ii) For Designated Heritage Resources, subject to the regulations of the Heritage Preservation Bylaw, the design reviewer shall also review the Heritage Assessment Report prepared by the Heritage Officer.

iii) Review the policies of the Official Plan which permit consideration of the additional height.

(c) Each design reviewer shall attend the design review meeting to provide opinions and feedback on the proposed request for additional height.

(d) Within 30 days of receiving a complete application by the Development Officer the Design Review Board shall vote to:

i) approve the requested bonus height;

ii) approve a reduced amount of bonus height; or

iii) refuse the requested bonus height.

The Board shall provide written reasons addressing the design criteria and public-benefit requirements of sections 2.10 to 2.12.

(e) If rejected, there is no appeal process for the applicant and the only recourse is to alter the design to incorporate suggestions from the Design Review Board and resubmit after 60 days.

.5 Upon completion of the design review process and prior to the issuance of a building permit where bonus height has been granted by the Design Review Board, the applicant shall enter into a development agreement with the City that shall include:

(a) The parcel of land to be developed as well as the additional gross floor area provided for by the additional height.
(b) Drawings and/or additional information provided by the applicant detailing the proposed public benefit.
(c) Any conditions for acceptance of the proposed public benefit including maintenance or accessibility criteria over a period of no less than 10 years.

2.13 BYLAW ENFORCEMENT

.1 The Development Officer or designate is authorized, with cause, to enter any land, building, or structure in the City, provided such entry is not excessive or by force, is at a reasonable time, and is for the purpose of making an inspection or examination relating to this bylaw.

.2 Bylaw enforcement may be undertaken by the City in accordance with the Planning Act.

.3 The Development Officer may apply to a Justice of the Peace or provincial Court Judge for an order authorizing entry onto a property in the event that any person refuses or does not permit an inspection to be carried out pursuant to this bylaw.

.4 The provincial Court Judge or Justice of the Peace may at any time issue a warrant in the prescribed form authorizing a person named in the warrant to enter and search a building, receptacle or place if the Provincial Court Judge or Justice of the Peace is satisfied by information on oath that there are reasonable grounds to believe that an offence is being committed and the entry will afford evidence relevant to an offence, and such a search warrant shall name the date upon which it expires which shall be not later than 15 days after the warrant is issued.

.5 In addition to any fine or penalty imposed, the Provincial Court of Prince Edward Island may order the person convicted to restore the premises or land on which the offence has occurred to its original condition or to the satisfaction of the authority having jurisdiction, unless such restoration will constitute a safety or health hazard.

.6 The Supreme Court of Prince Edward Island may, upon application by the City, restrain or prohibit by injunction any development which does not comply with the provisions of this bylaw.

.7 The City, its officers and employees shall not be liable for any damage caused to any property when acting under the authority of this section.

2.14 BYLAW OFFENCES

.1 Any person who, being the owner or occupant of any land, building, or structure to which this bylaw applies, fails to:

(a) Remove a sign;
(b) Comply with City bylaw provisions;
(c) Obtain a permit;
(d) Cease work on or restore a building or property to its original condition, when development has been undertaken; or
(e) Obtain a proper subdivision approval, guilty of an offence and liable on conviction to a fine and, in default of payment, to a term of imprisonment.

.2 Any person who impedes, attempts to impede, refuses or does not permit inspection of a property pursuant to this bylaw shall be guilty of an offence.

.3 Where a person convicted under this section fails to commence the restoration ordered within 60 days after the order has been made, the City may take such steps as it deems necessary to restore or remove the subject matter of the offence at the expense of the owner.

.4 When an offence under this bylaw is committed or continued for more than 1 day, the person who committed the offence is liable to be convicted for a separate offence for each day on which the offence is committed or continued.

2.15 PENALTIES

.1 A person, contractor or owner who violates this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding $5,000 in each case together with the cost of prosecution, and, in default of payment of the fine and costs, to imprisonment for a term not exceeding 3 months unless the fine and costs together with the costs of enforcing the same are sooner paid.

.2 Where the offence is a continuing offence in addition to the penalties provided in this section, such person shall be liable for all costs in immediate removal of such an offence, and the Provincial Judge may impose a penalty not exceeding five thousand dollars ($5,000) for every day the said offence continues and in default of payment thereof to imprisonment not exceeding 30 days.

.3 Where there is default of payment, any person or corporate officer is liable to be imprisoned in accordance with the Summary Convictions Act.

2.16 APPEALS

.1 A person who is dissatisfied that staff or Council are not following the procedures and requirements of this bylaw may appeal to the Island Regulatory and Appeals Commission (IRAC) in accordance with the Planning Act.

2.17 DEMOLITION PERMITS

.1 No building or structure shall be demolished without obtaining a demolition permit.

.2 A demolition permit may be issued for a building or structure, or a part thereof, unless the property on which the building or structure is located is identified as a Designated Heritage Resource or is located within a Heritage Preservation Area, in accordance with the Heritage Preservation Bylaw.

.3 Debris from a demolition site shall be hauled to and disposed of at a provincially approved location with signed assurances to that effect provided by the owner.

.4 The foundation of a demolition site shall be levelled to grade, unless the demolition permit was approved in conjunction with an approved building permit for the same property.

.5 An application for a demolition permit shall include the submission of a damage deposit, in an amount set from time to time in the City fees document.

2.18 MOVING PERMIT

.1 No building or structure shall be moved through, into, or out of the City without obtaining a moving permit.

.2 An application for a moving permit shall include:

(a) The transportation route within City boundaries;
(b) The date and time of the proposed move; and
(c) An approved building permit for a building moving onto a property within the City.

.3 When a building is moved off of a property within the City, the foundation shall be levelled to grade, unless the moving permit was approved in conjunction with an approved building permit for the same property.

.4 An application for a moving permit shall include the submission of a damage deposit, in an amount set from time to time by Council.

2.19 OCCUPANCY PERMITS

.1 No person shall use or occupy any building or structure which has been constructed or altered in accordance with the Building Code Bylaw without first obtaining an occupancy permit.

.2 An occupancy permit shall not be issued until:

(a) The owner has satisfied the City that the work carried out conforms to all regulations, to all plans submitted for the building permit and to any conditions of the building permit; or
(b) The City is satisfied that the work has progressed to a stage where occupancy of the building or structure does not endanger the health or safety of the occupants or any other person entering therein.

.3 An occupancy permit may be issued after:

(a) Receiving satisfactory reports from the Building Inspector and/or the Fire Inspector;
(b) Being satisfied that all the requirements for the building permit including the site and landscape plan have been met as certified by a landscape architect and/or engineer; and
(c) Being satisfied that the building, structure and/or development complies with all applicable City bylaws.

.4 The Development Officer may post or cause to be posted 1 or more notices on any part of a building or structure, or an addition or part thereof that is being occupied in contravention of this bylaw.

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CHARLOTTETOWN

PART 3
General Provisions for Buildings & Structures

3.1 NON-HABITABLE ACCESSORY BUILDINGS

.1 No accessory building, except Accessory Dwelling Units (ADUs), shall be used for human habitation except as otherwise permitted in this bylaw.

.2 A non-habitable accessory building may be erected on any property, subject to the requirements below:

(a) The requirements in Table 3.1;
(b) Location: accessory buildings are not permitted in the front yard or flankage yard setbacks unless no primary building exists on the property;
(c) Minimum distance to the side and rear lot lines: 1.2 m measured to the wall of the accessory building;
(d) Separation: the minimum distance between any two buildings on a lot shall be 2.4 m;
(e) Accessory buildings are prohibited from containing a basement or any below-grade construction;
(f) A boat house and/or boat dock may be built to the water's edge, subject to the regulations of the provincial Environmental Protection Act; and
(g) A toll booth or security booth may be erected at the entrance of any parking lot that exceeds 20 cars.

3.2 DECKS AND OTHER PROJECTIONS INTO YARDS

.1 Projecting structures listed in Table 3.2 shall be permitted to project from a primary building into the required Yard for the distance specified.

Table 3.1 Non-habitable accessory building requirements per lot

Lot Area	# of Accessory Buildings permitted	Total Building Footprint (max.)	Height (max.)
Less than 0.20 ha	One	10% of the lot area to a max. of 79 m²	5.3 m
0.20 ha to 0.40 ha	Two	79 m² combined	6.1 m
Greater than 0.40 ha	Three	111.5 m² combined; however, no individual accessory building shall exceed 79 m²	6.1 m

Table 3.2 Projecting structures into yard setbacks

Structure	Yard in which projection is permitted	Maximum projection into Yard	Minimum distance from Lot Line
Air conditioning / heat pump units	All yards	1.5 m	1 m
Awning/canopy	Front, rear, flankage	1 m	0.3 m
Balcony	Front, flankage, rear	1.2 m	1 m
Bay window	All yards	0.6 m	1 m
Ramp	All yards	1.83 m	1 m
Exterior staircase (landing and stairs connecting to the first storey)	All yards	1.83 m	6 m from the front lot line and flankage lot line; 1.2 m from the side or rear lot line
Exterior staircase (fire escape and any stairs extending beyond the first storey)	Side and rear	1.2 m	1.2 m
Deck 0.3 m or more above grade	Rear, side, flankage		Same as minimum side yard for the building, except in RN and RM Zones where the setback is 4.6 m from the rear lot line
Deck at grade or less than 0.3 m	Rear, side, flankage		1 m
Deck at grade or less than 0.3 m	Front yard	1.83 m	2 m
Porch	Front, rear, flankage	1.5 m	1 m

3.3 SWIMMING POOLS

.1 A swimming pool may be erected or placed in a side yard or rear yard provided that the wet-edge of the pool is not less than 1.83 m from the nearest lot line.

.2 A swimming pool shall be completely surrounded with a fence or structure that is:

(a) Not less than 1.83 m in height; and
(b) Of a type that would impede unauthorized passage either through, under, or over the fence to the pool area.

.3 Water and sewer services shall be in accordance with the PEI Municipal Water and Sewerage Utility General Rules and Regulations.

.4 A temporary inflatable swimming pool is exempt from these requirements.

3.4 FENCES

.1 Notwithstanding any other provision of this bylaw a fence may be placed or located in any yard and is exempt from permits if it follows the requirements below.

.2 The maximum height for a fence in any zone is 2.5 m, and in the front or flankage yard the height of the fence shall not exceed:

(a) 1 m in the 500 Lot Area (excluding the Port Zone);
(b) 2.5 m in employment/industrial zones; and
(c) 1.83 m in any other zone.

.3 No fence may be electrified or incorporate barbed wire or other dangerous material except for uses that pose a danger to the public such as power substations, farms, penitentiaries, or mines.

.4 No fence shall block views in the sight triangle.

.5 No fence shall be placed or located on property without permission of the owner.

3.5 NON-CONFORMING BUILDINGS

.1 Where a building has been erected on or before the effective date of this bylaw, which does not meet the current requirements of this bylaw, the building may be repaired or renovated provided that:

(a) The repair or renovation does not further reduce any requirement of this bylaw; and
(b) All other applicable provisions of this bylaw are satisfied.

.2 A building or structure shall be deemed to be existing on the effective date of this bylaw if:

(a) It was lawfully constructed or under construction on that date; or
(b) The building permit for its construction was in force and effect on that date.

.3 If a building that is non-conforming under the provisions of this bylaw is destroyed by a fire or natural forces, it shall not be rebuilt or repaired unless:

(a) It is rebuilt or repaired in conformity with the permitted land uses of this bylaw;
(b) A site specific zoning amendment is approved; and
(c) The rebuilding or repair is in conformity with other requirements of this bylaw.

3.6 BUILDING HEIGHT EXEMPTIONS

.1 The maximum height of a building may be increased, to accommodate the following rooftop height exemptions as listed in Table 3.3.

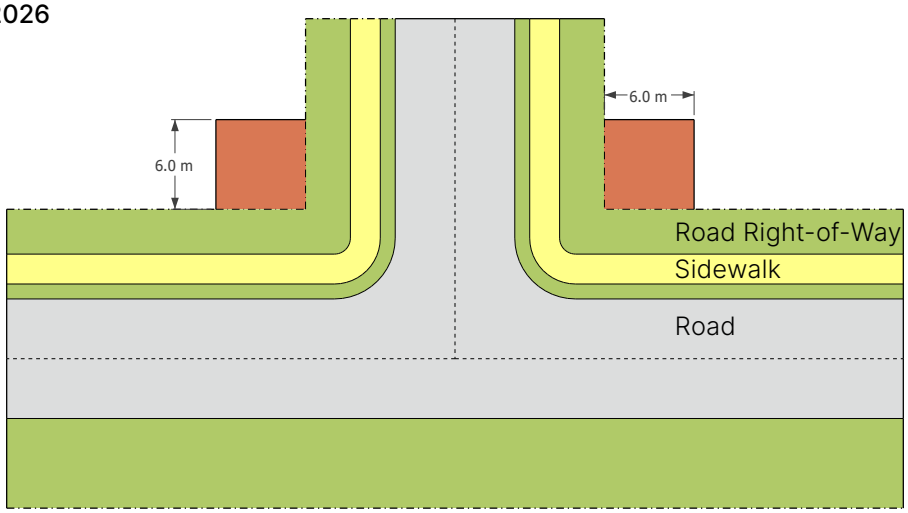

Figure 3.1 Sight Triangle at Intersections

3.7 SETBACK EXEMPTIONS

.1 No building or structure shall be placed closer to the front lot line than the minimum front yard setback required for its zone. However, if the proposed building is located between two existing buildings on adjacent lots along the same block and street side, and both of those buildings have smaller front yard setbacks, the new building may align its front wall with the average setback of the two adjacent buildings.

.2 When the main entrance of a proposed building is to be oriented towards the flankage yard, then the rear yard and side yard setbacks may be interchanged.

3.8 SIGHT TRIANGLE ON CORNER LOTS

.1 No structures or vegetation shall be placed, erected, planted or maintained at a height over 1 m on a corner lot where it may obstruct the view from a vehicle within 6 m of the point of intersection of the street lot lines (See Figure 3.1).

3.9 TEMPORARY STRUCTURES

.1 A building permit may be issued for a temporary structure:

(a) When a building or structure is accessory to construction in progress, such as a work or construction camp, modular dwelling, sales or rental office, tool or maintenance shed and scaffold.

(b) For a greenhouse, event tent or other seasonal structure or building in any zone for up to 6 months.

3.10 ONE PRIMARY BUILDING ON A LOT

.1 There shall be only 1 primary building on a lot within all zones, unless otherwise stated in each zone.

.2 A building shall not be constructed or placed over any lot boundary, regardless of whether the lots are owned by the same owner, except as otherwise permitted in this bylaw.

.3 Where more than one primary building is permitted on a lot, the minimum distance between buildings shall be 2.5 m unless otherwise stated.

3.11 GROUPED DWELLINGS

.1 Grouped dwellings are permitted on a lot in residential and mixed use zones, except for RN, RM, RH and GC, but such a grouping shall not include single-detached dwellings.

.2 The City may require a development agreement between the owner and the City which shall be registered on title.

.3 The minimum distance between buildings on any lot containing grouped dwellings shall be 6 m.

.4 The minimum lot area on which Grouped Dwellings may be located shall be 0.4 hectare.

.5 The minimum standards of a zone shall apply

Table 3.3 Rooftop Height Exemptions

Feature	Column 1: Maximum height above maximum roof	Column 2: 30% roof coverage restriction	Column 3: Minimum setback from roof edge facing front flanking lot lines
Antenna	Unlimited		3 m
Chimney	Unlimited		
Clear glass guard and railing system	2 m		
Clock tower or bell tower	Unlimited	YES	
Communication tower required to support uses and activities in the building	Unlimited		3 m
Cooling Tower	Unlimited	YES	3 m
Elevator enclosure	6.0 m	YES	
Flag pole	Unlimited		
Heating, ventilation, and air conditioning equipment and enclosure	5.5 m	YES	3 m
Helipad on a hospital roof	4.5 m		
High-plume laboratory exhaust fan	Unlimited	YES	3 m
Hard landscaping or soft landscaping	4.5 m		
Lightning Rod	Unlimited		
Mechanical Penthouse	5.5 m		3 m
Parapet	2 m		
Rooftop Cupola	4.5 m	YES	
Rooftop Greenhouse	6.0 m		3 m
Skylight	1.5 m		
Spire, steeple, minaret, and similar features	Unlimited	YES	
Staircase or staircase enclosure	4.5 m		3 m
Windscreen	4.5 m		
Window cleaning platform	Unlimited	YES	

to any lot on which grouped dwellings are located, but the minimum lot frontage requirement shall only apply as if one building is being located on the lot.

3.12 ATTACHED DWELLINGS

.1 Attached dwellings, including semi-detached, townhouse, and duplex dwellings, must adhere to the following regulations:

(a) A separate connection to municipal services shall be provided for each dwelling unit in accordance with the P.E.I. Municipal Water and Sewerage Utilities Rules and Regulations.

(b) Each dwelling unit shall have a separate electrical service, except where sustainable development initiatives are being utilized such as the use of a shared windmill, ground source heat exchange system, and/or other alternative renewable energy resource.

(c) Each dwelling unit shall have a separate heating device, except where sustainable development initiatives are being utilized such as the use of a shared windmill, ground source heat exchange system, and/or other alternative renewable energy resource.

(d) Each dwelling unit shall have separate parking or access to a common parking lot.

3.13 AMENITY SPACE REQUIREMENTS

.1 Any multi-unit dwelling that exceeds 24 units shall provide amenity space:

(a) At a rate of no less than 5 m^2 per dwelling unit; and

(b) By providing a dedicated indoor amenity room that is at least 150 m^2 or 30% of the total amenity requirements; whichever is greater.

3.14 FUEL-BURNING BUILDINGS

.1 The use of fuel burning equipment in the City shall be regulated by the Environmental Protection Act R.S.P.E.I. 1988, Cap. E-9 and the Environmental Protection Act R.S.P.E.I. 1988, Cap. E-9 Air Quality Regulations (No. EC377/92).

.2 Stand-alone biomass heating plants with less than 1 MW (megawatt) in net capacity are permitted on Employment/Industrial and Institutional properties with a minimum lot area of 0.61 hectares, subject to all other provisions of this bylaw being satisfied.

3.15 ATTACHED GARAGES

.1 An attached garage may be added to any residential dwelling as permitted in each zone, but the maximum size of the attached garage cannot exceed 40% of the gross floor area of the residential dwelling unit space.

3.16 SHIPPING CONTAINERS

.1 Shipping containers used for storage are only permitted in the BP, P, and AP Zones.

.2 A shipping container may only be used to contain an office use, retail use, restaurant use, drinking establishment use, or urban farm use in the BP, DC, DMS, DW, GC and GN Zones.

.3 Shipping containers must meet all accessory building requirements set out in 3.1 except in the HI, AP and BP Zones.

3.17 QUONSET HUTS

.1 Quonset huts are only permitted in the BP, P, AP, and HI Zones.

3.18 MINIMUM BUILDING ELEVATION

.1 All ground floor uses bordering a tidal waterfront shall have a minimum finished floor elevation (FFE) of 3.67 m CGVD2013. Underground parking garages are excluded.

3.19 DEVELOPMENT STANDARDS FOR COMMERCIAL FLOATING STRUCTURES AND LIVE ABOARD VESSELS/FLOAT HOMES

.1 Water lots shall be subject to the following:

(a) Within the Water Lot Open Space Overlay shown on Schedule A, only navigation, docking for private boats and watercraft, and infrastructure required for navigation shall be permitted, subject to applicable provincial and federal approvals.

(b) Within the Water Lot Commercial Overlay shown on Schedule A, the following uses shall be permitted:

i) Existing navigation and docking uses for commercial vessels;

ii) Navigation, docking and marinas associated with the Port Authority;

iii) Commercial marinas; and

iv) Private marinas.

(c) Floating commercial structures and live-aboard vessels/float homes shall be prohibited outside the Water Lot Commercial Overlay. Within the Water Lot Commercial Overlay, these uses may only be permitted through an approved site specific zoning amendment in accordance with Section 2.9 and shall comply with the applicable requirements of this section.

.2 Floating commercial structures approved in accordance with Section 3.19.1(c) shall be subject to the following regulations:

(a) A water lot may contain more than one floating structure;

(b) A floating structure may straddle or cross a lot boundary between two water lots that are both within the Water Lot Commercial Overlay;

(c) Floating structures must be permanently connected to the municipal sewer system by means of a marina sewage collection system, or are moored at a marina that has a sewage pump-out facility that is permanently connected to the municipal sewer system that is available for use at all times, and complies with all applicable Federal and Provincial Environmental Protection Acts and Regulations.

(d) Compliance with all applicable federal, provincial and municipal acts, Regulations and Standards including the Public Health Act and Regulations and the Liquor Control Act and Regulations;

(e) Before a building permit may be issued, a certificate from a qualified engineer shall first be provided to the City certifying that the design and construction of the floating commercial structure and the access / egress thereto satisfies any applicable building, fire and life safety codes and is safe and fit for its intended use; and, if there is a difference in the applicable standards and/or regulations then in

accordance with Section 1.6.2 of this bylaw the higher or more stringent standard or regulation shall apply; and

(f) A building permit must be sought and approved on an annual basis.

(g) Floating commercial structures shall only be permitted to operate between May 1 and October 31 in each calendar year, at which time they must cease operations

(h) Structures can only extend out a maximum distance of 30.5 m from the ordinary high water mark or from the edge of the seawall, whichever is greater.

(i) No access / egress to floating commercial structures shall be allowed from Victoria Park.

.3 Live-aboard vessels/float homes approved in accordance with Section 3.19.1(c) shall be subject to the following standards and regulations:

(a) Live-aboard vessels/float homes must comply with all applicable federal, provincial and municipal acts, regulations and standards and, if there is a difference in the applicable standards and/or regulations then the higher or more stringent standard or regulation shall apply;

(b) Live-aboard vessels/float homes must be permanently connected to the municipal sewer system by means of a marina sewage collection system, or are moored at a marina that has a sewage pump-out facility that is permanently connected to the municipal sewer system that is available for use at all times, and is equipped with a sewage holding tank for the temporary storage of sewage that complies with Division 4 of the Vessel Pollution and Dangerous Chemical Regulation of the Canada Shipping Act, as amended, where all zones that permit live-aboard vessels / float homes are considered “designated sewage area” under the regulation;

(c) Any chimneys, solid fuel-burning fireplaces and appliances, or electrical, gas and plumbing systems installed in a live-aboard vessel after the date of original manufacture of the vessel must be certified as being in accordance with the requirements of Marine Safety Directorate;

(d) The live-aboard vessel/float home is a registered vessel by Transport Canada;

(e) A maximum of 3 live-aboard vessels/ float homes shall be permitted in the waterlot unless more than 3 live-aboard vessels/float homes operated from a given property in the past;

(f) Dangerous, hazardous, unsightly or derelict vessels are prohibited; and

(g) Live-aboard vessels/float homes shall be permitted to operate between May 1st and October 31st, the site specific amendment process will determine whether these vessels are required to be removed from the water or can remain in place.

.4 An application for a building permit for a floating commercial structure or a live-aboard vessel/float home shall include the following, in addition to the applicable provisions of Section 2.6 of this bylaw and the signing of a development agreement with the City in accordance with Section 2.5 of this bylaw:

(a) Confirmation from the Charlottetown Fire Department that the Fire Prevention Bylaw, NFPA 303 and NFPA 96 requirements have been met and that a Fire Standpipe System Class #1 and Fire Safety Plan will be on site at all times;
(b) Confirmation from the City Water & Sewer Utility Department that the development is fully connected to the City's sewer and water supply while operational;
(c) Copy of a comprehensive public liability insurance policy in an amount of no less than 5 million dollars that provides comprehensive third party liability coverage for the owners, operators and the City and names the City as a co-insured;
(d) Confirmation of the use and purpose of each building or structure constructed as shown on a detailed site plan with accurate dimensions of the dock and the location of buildings contained thereon;
(e) Photographs or renderings of the proposed floating structure including all developments contained thereon;
(f) A qualified engineer must provide a confirmation letter stating that the floating dock as assembled and constructed is designed to carry current structures and specified maximum occupancy capacity;
(g) Applicant must adhere to load capacities of floating dock and ensure adequate safety measures are in place for all occupants;
(h) A qualified architect or engineer to provide a letter of assurance that handrail and guards for the floating dock(s) and access to the floating dock(s) meet applied force standards;
(i) Clarification whether the floating commercial structure and live-aboard vessel/float home are proposed to remain on the water lot from November 1 to April 30 coupled with a plan to physically secure the structure of vessel; and
(j) Location and dimensions of any proposed signage as defined in this bylaw.

.5 Development not permitted under this section shall require an approved rezoning or amendment to the applicable water lot overlay in accordance with Section 2.8. Development shall not proceed until the amendment is in effect. The permitted uses and development standards of the approved zone or overlay shall apply.

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PART 4
General Provisions for Land Use

4.1 USES PERMITTED IN ALL ZONES

.1 Nothing in this bylaw shall prevent the use of land in any zone for:

(a) Public streets;
(b) Open space;
(c) Landscaped area;
(d) Passive recreation;
(e) Parks;
(f) Utility services; and
(g) Parking lots that meet the zone requirements.

4.2 USES PROHIBITED IN ALL ZONES

.1 No truck, bus, coach, recreational vehicle or trailer or streetcar body, nor a structure of any kind other than a dwelling unit erected and used in accordance with this and all other municipal bylaws shall be used for human habitation.

.2 No vehicle body, truck trailer, or container shall be used as a commercial or accessory building except as specifically permitted by this bylaw or other legislation.

.3 Temporary plastic garages are prohibited in all zones.

.4 A boat, motor home or piece of heavy equipment such as construction equipment or a commercial truck shall not be stored in the front yard of a residential property for more than 6 months.

4.3 MIXED USES

.1 Where 2 or more permitted uses are proposed in 1 building or on 1 lot, and when the regulations applicable to these uses are different, the most restrictive regulations shall be deemed to be in force for that lot or building, unless otherwise specified.

4.4 EXISTING USES

.1 A lawful use existing on the effective date of this bylaw may continue subject to Section 4.5.

4.5 NON-CONFORMING USES

.1 Subject to the provisions of this bylaw, a specific use of land or a building, which is lawfully in existence on the effective date of this bylaw, and which does not conform to the permissible use of the zone where it is located, may continue to exist.

.2 Any change of occupants or tenants of any premises or building shall not of itself be deemed to affect the use of the premises or building for the purposes of this bylaw.

.3 A non-conforming use of land or building shall not be permitted to resume if it has been discontinued for a period of 6 consecutive months, and in such event the land or building shall not thereafter be used except in conformity with this bylaw.

.4 Where a non-conforming commercial use is occupying a building and the owner is requesting to convert the building or part thereof to residential use, and it is determined, by the Development Officer, that the number of units and use will not adversely affect the neighbourhood by way of traffic to the site, the Development Officer may, after receiving the plans, allow the building to be used for residential purposes.

4.6 ACCESSORY DWELLING UNITS, ATTACHED

.1 Attached Accessory Dwelling Units (ADUs) are permitted in RN, RM, DN, and DMU Zones only.

.2 1 attached ADU is permitted in a single-detached, semi-detached or duplex dwelling subject to the following conditions:

(a) The zone requirements and building code requirements must be met;
(b) The attached ADU has no more than 2 bedrooms;
(c) 1 additional parking space shall be provided on the same lot; and
(d) 1 of the dwelling units shall be the principal residence of the owner.

.3 2 attached ADU units are permitted in a single-detached dwelling subject to the following conditions:

(a) The lot size is no less than 1,130 m^2;
(b) The zone requirements and building Code requirements must be met;
(c) Each attached ADU has no more than 2 bedrooms;
(d) 2 additional parking spaces shall be provided on the same lot, unless the unit is within 400 m of a bus stop, in which case, only 1 is required;
(e) The additional parking space(s) are not located in the front yard; and
(f) The main dwelling unit on the subject property is a principal residence unit for the owner.

.4 An attached ADU may be used as a short-term rental, subject to Section 4.11.

.5 No additional secondary suites (as defined in the National Building Code) shall be permitted.

.6 The addition of any external staircase taller than 2 m shall address the following design controls:

(a) External staircases shall not be located on any façade facing a public street;
(b) External staircases shall be constructed of materials that are visually compatible with the principal dwelling and shall be designed as a subordinate architectural element; and
(c) The staircase shall not project into any yard setbacks.

.7 Exterior entryways for accessory dwelling units shall face side or rear yards. No more than two entryways can face the street frontage.

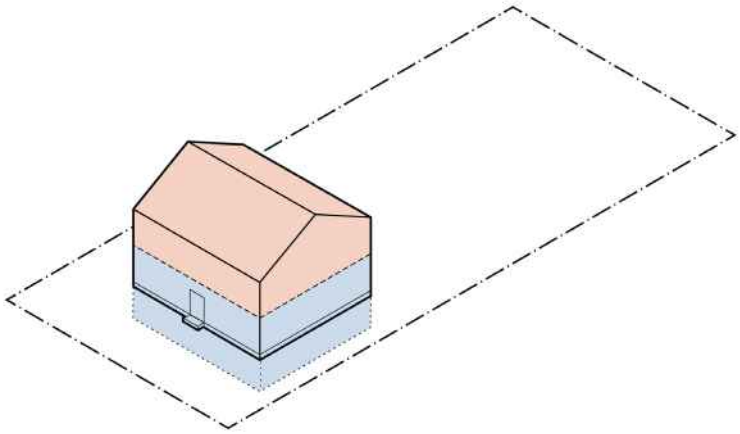

Figure 4.1 2-unit Attached ADU Example

Example 1 - One Attached ADU

- One unit is the principal residence unit of the owner
- Meets zone requirements for coverage and setbacks
- One additional parking space provided

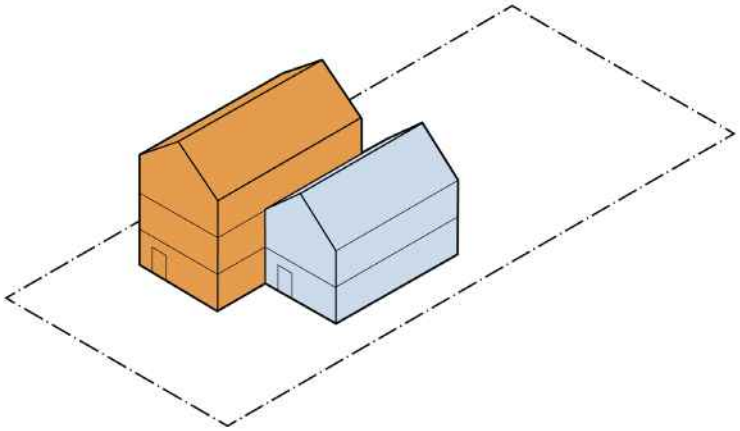

Figure 4.2 2-unit Attached ADU Example

Example 2 - One Attached ADU

- One unit is the principal residence unit of the owner
- Meets zone requirements for coverage and setbacks
- One additional parking space provided

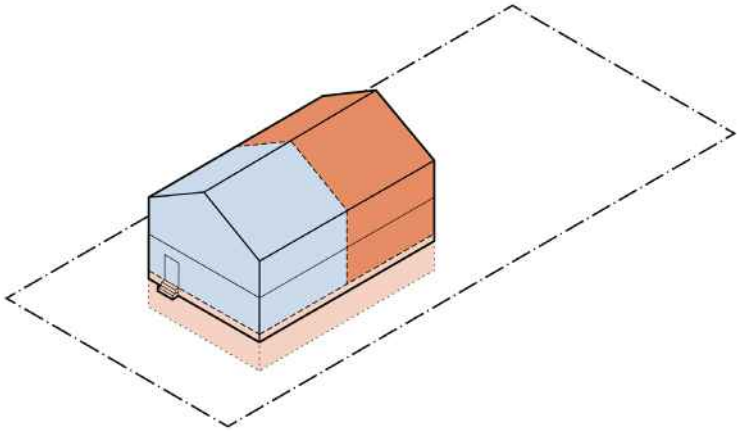

Figure 4.3 3-unit Attached ADU Example

Example 3 - Two Attached ADUs

- Min. lot area - 1,130 m²
- One unit is the principal residence unit of the owner
- Meets zone requirements for coverage and setbacks
- Two additional parking spaces provided

4.7 ACCESSORY DWELLING UNITS (DETACHED)

.1 Detached Accessory Dwelling Units (ADUs) are permitted in RN, RM, DN, and DMU Zones only.

.2 1 detached ADU may be permitted on a lot with a single-detached, semi-detached, duplex, or townhouse dwelling if the subject property meets the following requirements:

(a) The lot has a minimum area of 500 m^2;
(b) The combined footprint of the ADU and principal dwelling does not exceed the lot coverage requirements of the zone plus 10%;
(c) The ADU is located in the side or rear yard and not the front or flankage yard;
(d) 1 additional parking space is provided on the same lot unless the lot is within 800 m of a transit stop;
(e) The additional parking space is not located in the front yard; and
(f) The ADU is connected to municipal services.

Table 4.1 Detached ADU Requirements

Requirement	Condition
Rear Setback	min. 1.5 m
Side Setback	min. 1.5 m
Floor Area	max. 80 m^2
Height	max. 7 m
Distance Between Buildings	min. 2 m

.3 Notwithstanding Section 4.7.1, 1 detached ADU may be permitted within an existing carriage house on a designated heritage property in any zone, provided that:

(a) The carriage house is designated; and
(b) The ADU otherwise meets the policies set out in Section 4.7, except where a requirement is varied or deemed inapplicable through the applicable heritage review process.

.4 The detached ADU shall be subject to the following design requirements:

(a) Meets the requirements in Table 4.1; and
(b) Basements or any below-grade construction is not permitted except where the slope permits a walk-out unit.

.5 A detached ADU may be used as a short-term rental, subject to Section 4.11.

.6 No secondary suite (as defined in the National Building Code) shall be permitted as a detached structure.

4.8 GROUP HOMES

.1 Group Homes shall be permitted in the following zone(s) depending on the classification/type of group home:

(a) Group Home Limited: Permitted in the RM Zone and only within a single-detached dwelling;
(b) Group Home: Permitted in the RM, RH, DN, and DMU Zones and within a dwelling unit or an institutional facility.

.2 The following regulations will apply to both categories of group home:

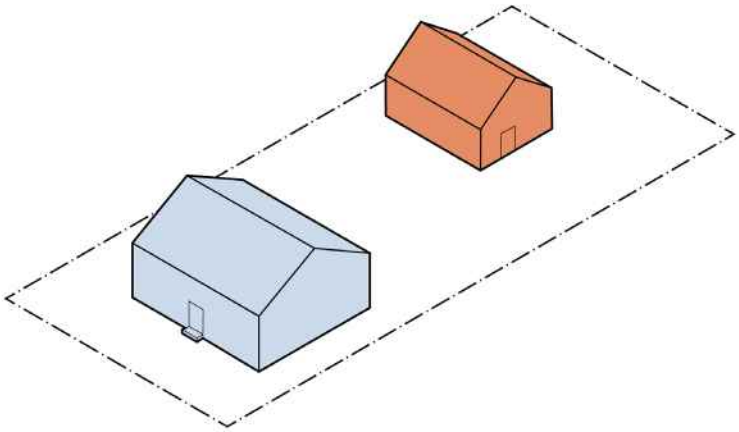

Figure 4.4 2-unit Example (Principal residence + ADU)

Example 1 - One detached ADU

- Min. lot area - 500 m^2
- Max. ADU Floor Plate - 80 m^2
- One unit is the principal residence of the owner
- Meets zone requirements for coverage (+10%) and setbacks
- One additional parking space provided

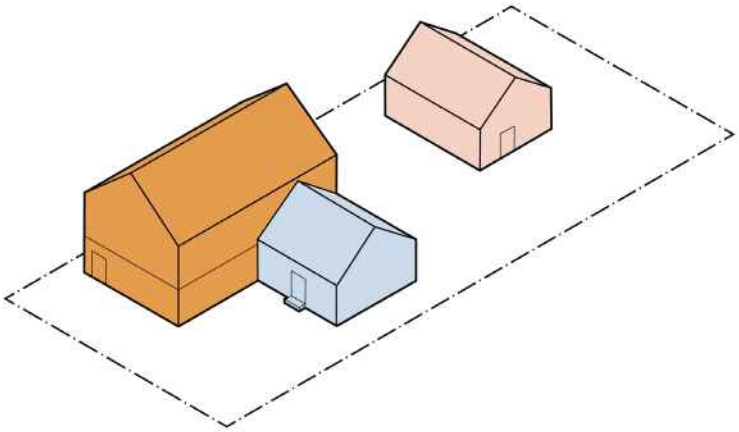

Figure 4.5 3-unit Example (Principal residence + detached ADU + attached ADU)

Example 2 - One detached ADU, plus one attached ADU

- Min. lot area - 500 m^2
- Max. ADU Floor Plate - 80 m^2
- One unit is the principal residence of the owner
- Meets zone requirements for coverage (+10%) and setbacks
- One additional parking space provided

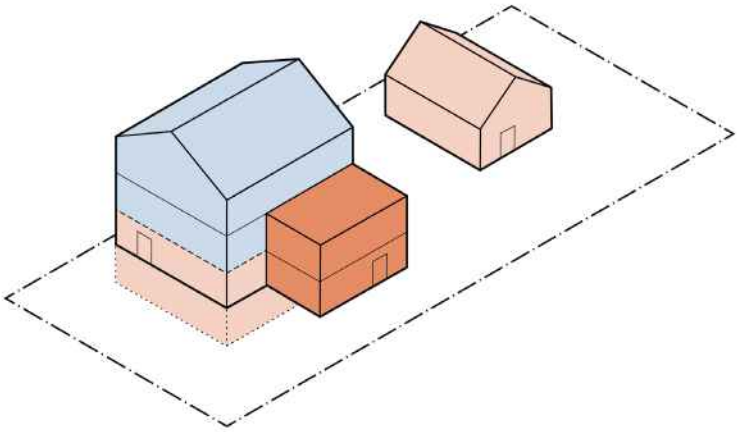

Figure 4.6 4-unit Example (Principal residence + detached ADU + 2 attached ADUs)

Example 3 - One ADU, plus 2 Attached ADUs

- Min. lot area - 1,130 m^2
- Max. ADU Floor Plate - 80 m^2
- One unit is the principal residence of the owner
- Meets zone requirements for coverage (+10%) and setbacks
- One additional parking space provided

(a) Maintain a minimum radius of 300 metres to another group home for those areas not in the 500 Lot Area;
(b) Requires 1 off street parking space per 3 beds, plus 1 off-street parking space per 2 employees on a shift; and
(c) Not permitted as a lodging house, Transitional housing facility, tourist accommodation or home occupation.

4.9 HOME OCCUPATIONS

.1 Home Occupations may be permitted in any neighbourhood or downtown zones provided that:

(a) The total Floor Area used for the home occupation shall not exceed 25% of the Gross Floor Area of the principal dwelling up to a maximum area of 46.5 m² within the dwelling; or, when the home occupation operates from an accessory building, the accessory building shall meet the regulations for maximum Gross Floor Area permitted on the property;
(b) The proprietor(s) of the home occupation shall live in the primary dwelling in which the home occupation is located, and it shall be the proprietor's principal residence;
(c) There shall be a maximum of 1 full-time employee or 2 part-time employees, other than the proprietor, working inside or outside of the dwelling. The proprietor(s) shall not exceed these requirements by contracting work out to other persons (employees) not located in the dwelling;
(d) There shall be no external storage of materials and no outdoor animal enclosures which would indicate that any part of the dwelling or lot is being used for any purpose other than a residential use;
(e) There are no other home occupations on the property or in the dwelling;
(f) No more than 1 commercial vehicle shall be parked or stored on the lot, but notwithstanding the foregoing, other vehicles may be parked or stored on the lot in a wholly enclosed building;
(g) Parking shall be subject to the parking regulations of this bylaw;
(h) Signage shall be subject to the signage regulations of this bylaw;
(i) Required parking for home occupations may be provided in tandem with parking for the main residence;
(j) Are limited to one per lot; and
(k) Are not permitted within a multi-unit dwelling or an attached ADU.

.2 If alterations or renovations are required for the operation of the home occupation the proprietor shall obtain a building permit before commencing operation of the home occupation.

.3 The following uses are permitted as home occupations:

(a) Home daycare, subject to the bylaw provisions for home daycares;
(b) Broadcast and production studio use;
(c) Home office, clerical, computer and/or telephone-based services;
(d) Catering use;
(e) Grooming and personal care salon;
(f) Pet grooming;
(g) Pet daycare up to 5 animals;
(h) Medical clinic use;

Table 4.2 Tourist Accommodation Regulations

	Tourist Accommodation Type	Maximum number of Guest Bedrooms Permitted Per Lot
a.	Short-term Rentals	Up to 4 bedrooms
b.	Bed and Breakfast and Heritage Inn	4 bedrooms are permitted for the first 370 m² of lot area, and for every additional bedroom over 4 the lot must be increased by 100 m², up to a maximum of 7 bedrooms

(i) Custom sewing, crafts, or production of visual arts studio use (i.e. painting, pottery, wood carving);
(j) Office use;
(k) Additional uses, including uses with appointments typically on an hourly basis or as scheduled, may be considered following the process of review for a variance;
(l) Tailoring or shoecare;
(m) Tattooing; and
(n) Tutoring.

.4 The following uses are prohibited as home occupations:

(a) Automobile body shop;
(b) Automotive sales beyond selling one personal vehicle;
(c) Eating and drinking establishment;
(d) Retail style operations;
(e) Welding and metal fabrication; and
(f) Industrial uses that cause strong smells or loud noises.

4.10 HOME DAYCARE

.1 A home daycare is a permitted home occupation, subject to the following requirements:

(a) It shall be located on a local street where on-street parking is permitted;
(b) It shall comply with all provincial requirements of the Child Care Facilities Act R.S.P.E.I. 1988, Cap. C-5 and amendments thereto;

.2 The maximum gross floor area for a home occupation does not apply for a home daycare;

.3 Daycare services classified as a commercial daycare centre must be licensed under the Child Care Facilities Act R.S.P.E.I. 1988, Cap. C-5.

4.11 TOURIST ACCOMMODATION

.1 Tourist Accommodation may be permitted in all zones subject to the conditions in Table 4.2 and the following requirements:

(a) It is licensed under the Tourism Industry Act;
(b) No kitchen and/or cooking facilities are permitted in a guest room;

(c) Except as provided in Section 4.11.1(d), a short-term rental accessory to a residential use shall be permitted provided that the dwelling unit is the principal residence of the short-term rental operator;

(d) An attached or detached ADU may be used as a short-term rental if the operator/host occupies the principal dwelling unit on the same lot as their principal residence and is present there during the stay;

(e) The operator/host is not required to be present during the stay where the entire dwelling unit is rented as a short-term rental, unless the unit is an ADU;

(f) No more than 1 booking per guest room or dwelling unit shall be permitted at any one time;

(g) Parking shall be subject to the parking regulations of this bylaw;

(h) Signage shall be subject to the signage regulations of this bylaw; and

(i) Tourist accommodation shall not be permitted in an apartment dwelling or a multi-unit dwelling containing 5 or more units.

.2 A maximum of 1 short-term rental shall be permitted per lot. This maximum applies collectively to all dwelling units on the lot, including attached and detached ADUs.

4.12 MOBILE CANTEENS

.1 A mobile canteen may be permitted:

(a) In any zone in which eating and drinking establishments are permitted;

(b) On a publicly owned property within the PPS Zone, to support an active recreation land use, subject to approval by the City for a short term special event or events; and

(c) On a street right-of-way, subject to the Street Vendors Bylaw.

.2 Mobile canteens in the downtown shall be permitted to operate between May 1st and October 31st, at which time the mobile canteen must be removed from the property.

.3 Mobile canteens outside of the downtown on private property shall be permitted to operate for a 12-month period, at which time the mobile canteen must be removed or the applicant must reapply.

.4 A mobile canteen shall not exceed 20 m².

.5 The minimum landscaped area requirement shall not be diminished for the property on which the mobile canteen is located.

.6 The mobile canteen shall not be required to provide additional parking spaces on the property; however, the minimum parking space standards shall not be diminished for the property in which the mobile canteen is located.

.7 An application for a mobile canteen shall include the following information:

(a) A site plan accurately drawn to scale that shows;

i) The location of the mobile canteen on the site and its proximity to other structures or buildings on the site;

ii) The location of existing and proposed parking spaces; and

iii) The location of garbage receptacles.

(b) A photo of the mobile canteen from which merchandise will be sold;

(c) Confirmation of compliance from the Charlottetown Fire Department where the mobile canteen is equipped with a cooking and/or heating apparatus;
(d) Confirmation of compliance that the mobile canteen meets all provincial health regulations and inspections; and
(e) Written authorization from the property owner granting permission to use the property for the purpose applied for and for timeframe requested.

.8 The Street Vending Permit as granted and issued may not be transferred, assigned, conveyed or sold to another applicant or person.

.9 Nothing in this bylaw shall prevent a licensee from holding more than one license issued pursuant to this bylaw; however, only 1 mobile canteen shall be permitted per property.

.10 No structural modifications may be made to the mobile canteen or equipment placed within it without prior approval of the Development Officer and/or Fire Inspector.

4.13 OUTDOOR OPERATIONS

.1 Where any outdoor site in any zone is used for an outdoor salvage or waste disposal facility, auto-wrecking, recycling depot or scrapyard facility; or an outdoor facility for assembly, production, storage, repair or distribution of goods or products, the following conditions shall apply:

(a) The whole of the operation (excluding the front yard) shall be surrounded by an opaque fence not less than 2.5 m and not greater than 3.7 m in height, and which is continuous except for gates necessary for access to the operation; and
(b) Any land not required for entrance and exit driveways and which is located between the fence and any lot line shall only be used for a landscaped area.

.2 Outside storage or stockpiling of goods shall not:

(a) Cause a nuisance to adjoining properties by way of dust; and
(b) Be stockpiled higher than the primary building on the lot and where the lot has no building, the stockpile shall be no higher than 6.1 m.

.3 Where any property is used for an outdoor industrial operation, including storage or display, such an operation shall be established behind the minimum setback for buildings in that zone.

4.14 AUTOMOBILE SERVICE STATIONS

.1 Where a lot is used for an automobile service station, the following requirements shall apply:

(a) The minimum lot frontage shall be 38 m;
(b) No more than two vehicular ingress/egress points are permitted per street frontage with driveway widths a maximum of 10 m wide;
(c) The minimum lot depth shall be 30 m;
(d) The turning radii at the vehicular ingress/egress point shall be a minimum of 9 m;
(e) A pump island shall set back at least 6.1 m from the street line;
(f) a canopy or roof over a pump island shall meet the minimum setback required for the primary building, or 5 m from the street, whichever is less; and

(g) A development agreement is required for all new automobile service stations.

4.15 EXCAVATION PIT

.1 No person may strip, excavate, or otherwise remove topsoil for sale or use from a lot or other parcel of land or operate an excavation pit as defined in the excavation pit Regulations of the Environmental Protection Act, R.S.P.E.I. 1988, Cap. E-9.

.2 Where a building permit has been issued or where a subdivision plan has been approved, and where there is an excess of soil material other than that required for grading and landscaped areas on the lot, such excess may be removed for use or sale.

.3 The City may enter into an agreement for the removal of excess soil material or the infill of a lot or the dumping of material and place any requirements it deems necessary to protect adjacent land or the environment provided the work is done in accordance with the Environmental Protection Act, R.S.P.E.I. 1988, Cap. E-9, and its regulations, as amended from time to time.

.4 Any change to existing elevations that will impact the existing surface water drainage patterns onto adjoining lots or onto the public street or Right-of-way shall require approval by the jurisdiction having authority.

4.16 USE OF UNDEVELOPED LANDS IN ALL ZONES

.1 A parcel of undeveloped land in any residential zone that has at least 100 m of lot frontage and 1 hectare in lot area may be used, prior to its subdivision, servicing or development, for any of the following purposes:

(a) Single-detached dwelling;
(b) Farm;
(c) Agricultural field crop or pasture;
(d) Market garden;
(e) Greenhouse; and
(f) Forestry related.

4.17 RESIDENTIAL DEVELOPMENT NEAR A SEWAGE LAGOON OR TREATMENT PLANT

.1 Notwithstanding any other provision of this bylaw, no residential dwelling shall be located within 45 m of a sewage lagoon or treatment plant.

4.18 CANNABIS RETAIL STORE

.1 Cannabis retail sales uses and cannabis lounge uses are only permitted if such facilities are operated by the PEI Cannabis Management Corporation.

.2 Notwithstanding any other provision of this bylaw, a cannabis retail store shall not be located within 300 m of the following land uses:

(a) School;
(b) Park, with play equipment intended for children; and
(c) Daycare or other early learning facility licensed under the Child Care Facilities Act R.S.P.E.I. 1988, Cap. C-5.

.3 Notwithstanding any other provision of this bylaw a cannabis retail store shall not be located within 1,000 m of an existing cannabis retail store.

.4 The provisions under this section are to be applied at the time of the establishment of a new cannabis retail store and are not intended to restrict any of the protected uses noted above from locating within the required separation distance after the cannabis retail store is established.

PART 5

General Provisions for Lots & Site Design

5.1 NON-CONFORMING LOTS

.1 Notwithstanding any other requirements of this bylaw, a vacant lot shown on a deed as a separate lot from adjoining parcels on the effective date of this bylaw, having less than the minimum lot frontage or lot area required by this bylaw, may:

(a) Be used for any purpose permitted in the zone in which the lot is located provided that all other applicable provisions in this bylaw are satisfied; and

(b) Where all other applicable provisions in this bylaw cannot be satisfied, the Development Officer may apply procedures set out in this bylaw for the handling of a variance to the minimum required rear yard, front yard, flankage yard, side yard setback or lot coverage requirements.

5.2 UNDERSIZED LOTS

.1 Notwithstanding any other requirements of this bylaw, in zones where a single-detached dwelling is permitted, nothing in this bylaw shall prevent the use of an undersized lot with respect to minimum lot area and frontage for a single-detached dwelling provided that all other standards of the zone are met.

.2 In all other zones nothing in this bylaw shall prevent the use of an undersized lot with respect to minimum lot area or frontage provided that:

a) The use of such lot is permitted in the zone in which such lot is located;

b) All other standards of the zone are maintained.

5.3 ACCESS TO A PUBLIC STREET

.1 Street access to any lot is controlled through the Street Access Bylaw. Where contradictions exist between this bylaw and the Street Access Bylaw, the Street Access Bylaw takes precedence.

.2 No development shall be approved on a lot unless the lot abuts or has frontage on a public street. Notwithstanding the foregoing, development may be approved on a lot having frontage on an existing private street that satisfies the requirements of Section 7.8.3.

.3 All access to a lot, both vehicular and pedestrian, shall be safe and where there is concern, an independent assessment by a qualified traffic engineer may be required at the owner's expense, as determined by the Development Officer.

.4 The minimum stopping sight distance standard is established based on the most recent version of the Transportation Association of Canada (TAC) standards.

.5 If an access to a lot crosses a sidewalk or

curb, or requires the removal of a utility pole, street tree or fire hydrant, the City shall be notified and costs shall be recouped at the owner's expense.

.6 The removal or alteration of any tree located partially or fully on public property shall be in accordance with the Tree Protection Bylaw.

.7 A lot may be restricted from having more than 1 access point to a street in accordance with the Street Access Bylaw.

.8 Access to a lot through an adjacent lot may be restricted, where a right-of-way agreement has not been registered.

.9 Where there is an intensification of use on a lot, 1 or more access points may need to be closed to enhance the safety of the street access to that lot as recommended by a traffic impact study paid at the owner's expense.

.10 All access locations and curb crossings shall require the approval of the City's Public Works Department or the provincial department responsible for the Roads Act, where such Streets or highways are under provincial jurisdiction.

.11 The City and/or the Province may restrict or eliminate existing access to a lot if there are street improvements necessary or for public safety due to the activities on the lot.

.12 Where a development proposal has the potential to generate substantial increased traffic flow, the Development Officer may require the applicant to obtain an independent traffic impact study after consulting with the City Public Works Department at the owner's expense, and may negotiate an equitable cost sharing for any necessary street improvements arising from the analysis.

.13 A traffic impact study may be required by the authority having jurisdiction, at the expense of the owner, to assess the potential traffic impacts of a proposed Development or subdivision.

.14 Any requested changes to City or Provincial public infrastructure shall be submitted to City and upon approval, restoration costs shall be recouped at the owner's expense.

5.4 GRADING AND STORMWATER MANAGEMENT

.1 A grading and stormwater management plan shall be submitted at both stages (Stage 1 and 2) of the building permit process following the City of Charlottetown Stormwater Management Guidelines, as amended from time to time, indicating:

(a) The existing and proposed grade elevations of the property relative to the adjoining property(s);
(b) The extent of every wetland and watercourse and its direction of flow;
(c) The location and layout of storm sewers (pipes, minor drainage system) including manholes, catch basins, pipe size, grade and direction of flow;
(d) How the design meets the post development runoff calculations for the intended design frequency of storm events as set out in the Stormwater Management Guidelines; and
(e) The drawings and calculations have been prepared by a qualified engineer or landscape architect to meet the

requirements of the Stormwater Management Guidelines.

.2 A Grading and Stormwater Management Plan is not required for the following types of building permit applications:

(a) Accessory buildings:
  i) Under 20 m²; and
  ii) Replacement of an accessory building in the same general area on the lot as a previous accessory building and the drainage direction on the lot will not change due to the new accessory building location or size.

(b) When the aerial extent of impermeable hard surfaces on a lot will not increase from existing conditions.

(c) New buildings or additions to existing buildings and structures:
  i) Additions to existing buildings that are under 20 m² in gross floor area and that do not involve an alteration to the existing grade surrounding the addition;

.3 For any Development, the grading and stormwater management plan shall be approved in three stages:

(a) At the stage 1 building permit review;

(b) At the stage 2 building permit review; and

(c) At the site inspection stage where a licensed professional shall verify that the site has been constructed to conform to the final grading and stormwater management plan as a condition of the approval of an occupancy permit at the owner's expense.

.4 Where the surface drainage plan has not been built according to the plan, a qualified engineer or landscape architect must certify that the drainage and stormwater requirements of this bylaw have been met at the owner's expense.

.5 The Development Officer may waive the requirement for a final site inspection report as a condition of the final occupancy permit during winter months, provided the property has been rough graded and appropriate siltation measures are in place to mitigate surface water runoff or erosion during this period.

5.5 GARBAGE AREA

.1 Garbage containers shall be stored inside a building or within a garbage container enclosure and screened by a 1.8 m opaque fence or masonry wall, except for residential development of less than 4 dwelling units.

.2 A garbage container enclosure shall not be located within the front yard in a residential zone and shall not be located within the front yard setback within all other zones.

.3 Refuse areas should be located beside or behind buildings to minimize their visual impact from the street.

.4 When a garbage container is located onsite and visible from a street, the enclosure shall improve the overall aesthetic of the streetscape, and use high quality materials incorporating design elements of the principal building.

.5 A garbage container shall be accessible and unencumbered for collection at all times.

5.6 DEVELOPMENT ABUTTING THE CONFEDERATION TRAIL

.1 Where any development is constructed on land that abuts the Confederation Trail, the setback distance for a building or structure shall be 8 m from the nearest lot line of the Confederation Trail, and 3 m for an Accessory Dwelling Unit.

.2 Where Outdoor Storage is maintained on land that abuts the Confederation Trail, such storage shall not be located closer than 8 m to the lot line of the Confederation Trail unless it is suitably screened by an opaque fence and landscaping that includes no less than 1 tree (2 m tall or larger) for every 10 m of frontage. Existing trees taller than 2 m may be included in this calculation.

5.7 ILLUMINATION

.1 Exterior building lighting shall not be directed towards abutting lots or streets and shall be downward directed where possible.

.2 If exterior building lighting adversely affects adjoining residential properties, the owner may be required to take measures such as redirecting lights, reducing lighting levels, providing landscape buffers and/or a timer to shut off the lighting.

5.8 DEVELOPMENT ADJACENT TO WATERCOURSES AND WETLANDS

.1 Where part of the lot area of a lot is located within or adjacent to a watercourse or wetland, the minimum required setback shall be measured from the nearest wall of the primary building or structure to the delineated edge of the watercourse or wetland environmental buffer, as defined in the regulations of the Environmental Protection Act.

.2 No excavating, infilling, pumping, draining or vegetation removal is permitted within the buffer area as defined in the regulations of the Environmental Protection Act.

.3 Notwithstanding the foregoing required minimum building setback, the Development Officer may approve a lesser setback, if:

(a) The applicant provides a copy of an approved Watercourse and Wetland Alteration Permit in accordance with the Environmental Protection Act; or

(b) The property is located on the Charlottetown Waterfront between the Lieutenant-Colonel J. David Stewart Armoury and the Hillsborough Bridge.

.4 The following uses may be permitted adjacent to a watercourse or wetland where they are a permitted use in the zone, and if the applicant provides a copy of an approved Watercourse and Wetland Alteration Permit in accordance with the PEI Environmental Protection Act:

(a) Boat ramp or launch facility;
(b) Boathouse;
(c) Natural trails;
(d) Wharf; and
(e) Marina.

.5 When a building or structure can be built over water and has the required approvals from federal and provincial governments, the area of the water lot shall only be counted for the area encompassed by the footprint of the building or structure under the provisions of this bylaw for lot area and all other provisions for the zone in which the property is located shall be followed.

.6 Where a watercourse, wetland, or associated buffer is identified on Schedule D, the requirements of Section 5.9 shall also apply.

5.9 ENVIRONMENTAL CONSTRAINTS OVERLAY

.1 Applies to lands identified on Schedule D: Environmental Constraints Schedule.

.2 Where the requirements of the Overlay conflict with the requirements of the underlying zone, the more restrictive requirement shall apply.

.3 The boundaries shown on Schedule D are approximate and may be refined through field verification, survey, wetland or watercourse delineation, environmental assessment, or updated provincial or municipal mapping. Where an assessment by a qualified professional confirms the location of a natural feature or buffer, the confirmed boundary shall be used for development review.

.4 Except where otherwise permitted by this bylaw, no development, subdivision, site alteration, excavation, infilling, grading, vegetation removal, or alteration to drainage shall be permitted within the overlay unless the City is satisfied that the proposed activity will not adversely affect ecological function, hydrological function, water quality, slope stability, or public safety.

.5 Where a development, subdivision, site alteration, or vegetation removal requires approval under provincial legislation, including the Environmental Protection Act or its regulations, no municipal permit shall be issued until the required provincial approval has been obtained. Provincial approval shall not, on its own, constitute municipal approval where additional requirements of this bylaw apply.

.6 The Development Officer may require an Environmental Impact Assessment, prepared by a qualified professional, where an application is proposed within or adjacent to the overlay feature. The assessment may be required to:

(a) Identify and delineate natural features and buffers;
(b) Assess potential impacts on wetlands, watercourses, hydrology, water quality, habitat, and ecological connectivity;
(c) Demonstrate that impacts have been avoided or minimized to the greatest extent possible;
(d) Recommend mitigation, restoration, monitoring, and maintenance measures; and
(e) Identify any required provincial or federal approvals.

.7 Development within or adjacent to the Overlay shall be designed to avoid or minimize impacts on natural features and hazard areas, including impacts from post-development stormwater runoff. The City may require onsite retention, low-impact development, green infrastructure, erosion and sediment control, or other measures to maintain pre-development hydrology and water quality.

.8 The City may require buildings, lots, streets, driveways, infrastructure, grading, and stormwater facilities to be located outside the Overlay where feasible, and may require natural features to be protected through easements, covenants, parkland dedication,

stewardship agreements, public ownership, or other legal mechanisms acceptable to the City.

5.10 UTILITIES AND INFRASTRUCTURE

.1 When a property owner connects an existing or proposed building to a power supply or upgrades an existing power supply, and where the power supply is underground in the public right-of-way or in an easement (public or private), or is buried underground on private property, the property owner shall be required to bury the electrical supply for the connection between the building (existing or proposed) to the adjacent right-of-way or easement (public or private) or existing buried service to the property.

PART 6

Design Standards for 500 Lot Area

6.1 WHERE THESE REGULATIONS APPLY

The following regulations shall apply to all building permit applications for properties located within the 500 Lot Area, as defined and described in Figure 6.1 and covering the Downtown Zones: DC, DMS, DMU, DN, and DW.

6.2 DESIGNATED HERITAGE RESOURCES

A designated heritage resource within the 500 Lot Area shall comply with this Part and the City of Charlottetown Heritage Preservation Bylaw. Where a heritage permit issued under the Heritage Preservation Bylaw authorizes a design treatment that conflicts with this Part, the heritage permit prevails, but only to the extent of the conflict.

6.3 NEIGHBOURING HERITAGE RESOURCES

Notwithstanding the minimum front yard setback in each downtown zone, if the site borders a designated heritage resource site, the setback from the abutting lot line(s) shall not be less than the average setback of the neighbouring heritage resource.

6.4 BUILDING MATERIALS

.1 The front and flankage façades shall carry a consistent type and quality of materials. Where a side yard setback is greater than 3 m, the side façade shall also carry a consistent material. This clause also applies to the rear façade on a corner lot when the rear yard is greater than 3 m.

.2 Prohibited front or flanking façade materials in the 500 Lot Area include:

(a) Vinyl siding
(b) Cement and aluminum clap-board siding
(c) EIFS / synthetic stucco (Exterior Insulation and Finish Systems)
(d) Imitation stone/brick panels (faux masonry veneer), stone-tile, plastic laminates or other synthetic materials that mimic real stone or real wood.
(e) Concrete block (CMU) exposed finishes
(f) Unfinished or painted metal sheet siding
(g) Reflective or mirrored glass
(h) Plastic or plywood

.3 Notwithstanding Section 6.4.2 above, vinyl siding or cement clap-board may be permitted on the rear of the building, or the side of the building if the side yard is no less than 3 m in accordance with Section 6.4.1.

.4 Where a prohibited material currently exists it may be maintained and replaced as necessary.

6.5 WINDOWS

.1 The front and flankage façades shall carry a consistent style and material of windows. Where a side yard setback is greater than 3 m, the side façade shall also carry a consistent style and material of windows. This clause also applies to the rear façade on

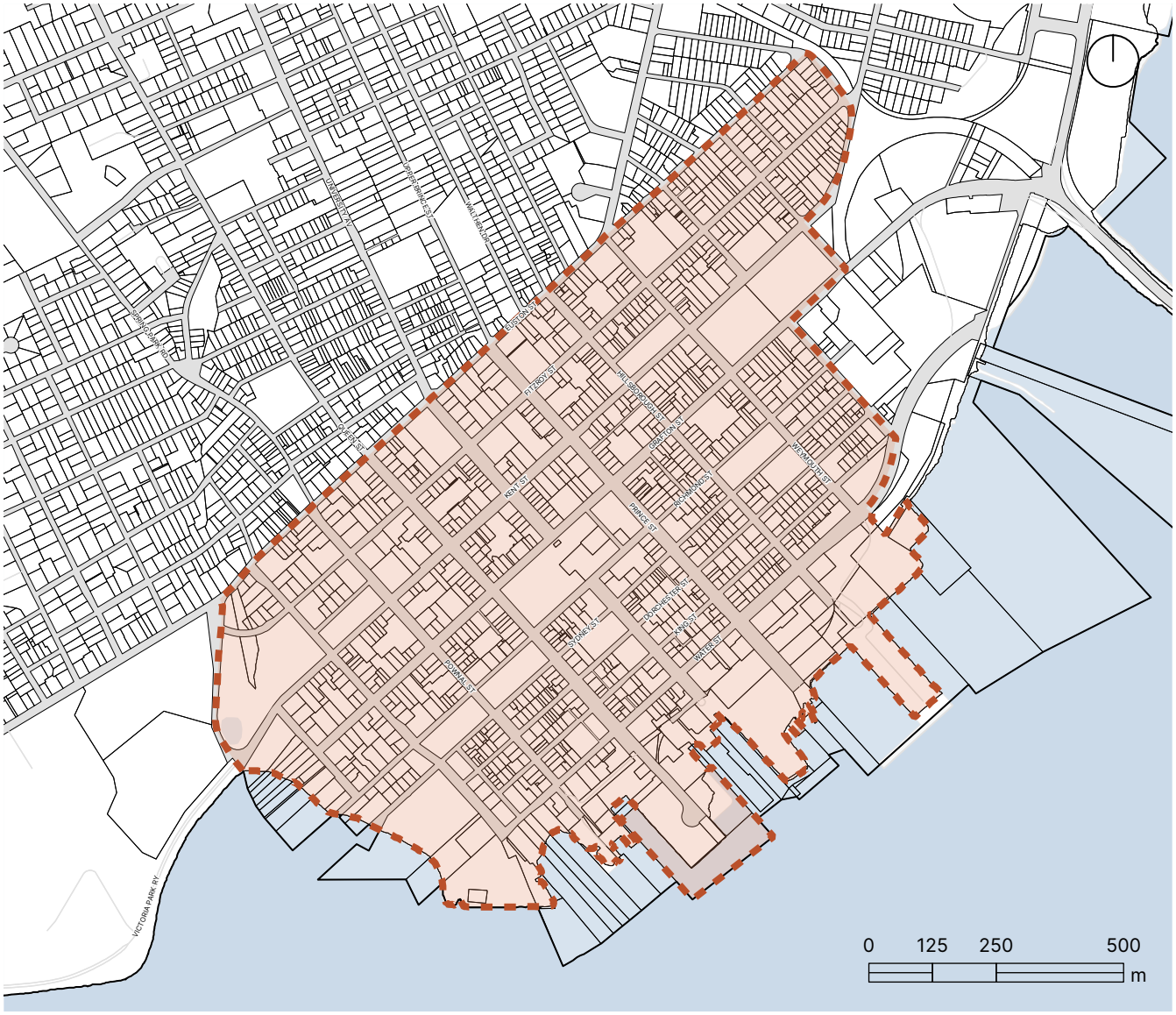

Figure 6.1 500 Lot Area Map

a corner lot when the rear yard is greater than 3 m.

.2 For additions to, or for a renovation to an existing structure with:

(a) Windows with simulated divided lights with a spacer bar, new windows shall also have simulated divided lights with a spacer bar.

(b) Single or double hung windows, new windows shall also be single or double hung.

6.6 ROOF

The expression of the roof shall be clearly distinguished from the rest of the building through treatments such as step-backs, change in materials, cornice lines, and overhangs when architecturally appropriate for the design of the building.

6.7 MECHANICAL STRUCTURES

.1 Mechanical penthouses shall be integrated within the architectural treatment of roofs and shall be screened from view.

.2 Ducted heat pumps or mini-splits shall not be visible on the front façade of buildings.

6.8 LANDSCAPING

.1 All disturbed surfaces shall be seeded, sodded or hydroseeded with grass or meadow mixture or restored to natural condition. Seeding mixes must not include PEI invasive species.

.2 A landscaped area or hard-surfaced plaza shall be provided between the sidewalk and the front façade of the building.

.3 Front doors shall connect to adjacent sidewalks by a hard-surfaced walkway no less than 1.8 m wide.

.4 For buildings that have been set back more than 3 m from the front lot line, no less than 1 tree shall be planted per 10 m of frontage.

.5 Chain-link fencing is prohibited for all residential or commercial uses.

.6 Existing mature trees (>100 mm caliper) shall be preserved wherever possible. Removals require replacement with a similar caliper tree or a cash-in-lieu payment as per the Tree Protection Bylaw.

.7 Where work is to be undertaken within a Tree Protection Zone, as defined in the City's Tree Protection Bylaw, a City arborist shall be consulted.

.8 For multi-unit dwellings that exceed 8 units, the landscaping requirements for any multi-unit dwelling that directly borders any adjoining single-detached, semi, duplex or townhouse lots include:

(a) No less than a 2 m wide landscape buffer along the periphery boundary.
(b) The buffer shall include no less than 1 tree per 10 m of length.
(c) A 1.8 m minimum opaque wood or stone fence along the property side or rear yard boundary.
(d) If the patio decks of the multi-unit dwelling are within 25 m of a property line, the landscape buffer shall be widened to 3 m and the trees shall be increased to 1 tree per 6 m of boundary length.
(e) The buffer requirements may be increased or decreased by the Development Officer or heritage officer depending on the context of the adjacency and the scale of the development.

6.9 SURFACE PARKING

.1 Surface Parking is not permitted in the Front Yard or flankage yard unless:

(a) Attached to a porte cochere or drop off for a hotel;
(b) For single-detached units that are setback more than 10 m from the street right-of-way;
(c) The lot has no primary building;
(d) The site fronts onto 3 streets; and
(e) Educational facilities that exceed 1,000 m^2 of gross floor area.

.2 Driveways are permitted when they extend into the side or rear yard of the property, or when used to access an attached garage.

.3 Shared driveways and curb cuts are permitted with adjacent properties, subject to a Right-of-way agreement between property owners.

6.10 MULTI-UNIT DWELLING

.1 The amenity requirements in Section 3.13 shall apply.

.2 The main lobby of any multi-unit dwelling shall exit onto an adjoining street, connected by a minimum 2 m wide hard-surfaced walkway to the adjacent sidewalk.

.3 Grade-related dwelling units, where permitted, shall include a patio door and a

landscaped private patio no less than 6 m^2.

.4 The minimum required ground floor height shall be 3.5 m.

6.11 WATERFRONT PUBLIC OPEN SPACE

.1 As a condition of development approval for a property bordering the Hillsborough River or Charlottetown Harbour within the 500 Lot Area:

(a) a continuous corridor at least 4 metres wide shall be provided along the waterfront for a public boardwalk;

(b) the boardwalk shall be constructed of wood or hard-surfaced unit pavers to a standard approved by the City and, where applicable, in consultation with the Charlottetown Area Development Corporation; and

(c) public access over the boardwalk corridor shall be secured through an easement or other legal instrument acceptable to the City.

.2 Section 6.11.1 does not apply to properties in the Downtown Neighbourhood (DN) Zone or Port (P) Zone.

PART 7

General Provisions for Subdividing Land

7.1 SCOPE

.1 These provisions for subdividing land shall be the minimum requirements for the protection of public health, safety, and welfare, and are intended to protect the public and provide a wholesome community environment, adequate municipal services and safe streets.

.2 This section shall not apply to any lot or lots forming part of a subdivision created and recorded prior to the effective date of this bylaw, nor is it intended to repeal, abrogate, annul or in any way impair or interfere with existing provisions of other bylaws or regulations, except those specifically repealed by this bylaw; or with private restrictions placed upon property by deed, covenant, or other private agreement; or with restrictive covenants running with the land to which the City is a party.

.3 Where this bylaw imposes a greater restriction upon land than is imposed or required by earlier existing provisions of law, regulation, contract or deed, the provisions of this bylaw shall supersede those imposed by other legislation or agreement.

7.2 SERVICING

.1 Where municipal services are available in the opinion of the Director of Community Services, or any successor office, no subdivision approval shall be issued except where the subdivision is provided with such services.

.2 The Development Officer shall not approve a proposed subdivision until the applicant constructs all municipal services required for any public street(s) shown on a subdivision plan. The applicant has the option of constructing the future street or streets, or posting a bond guaranteeing their construction.

.3 All future and undeveloped streets must be designed and serviced to a standard that enables their acceptance by the municipality as either public streets prior to subdivision approval.

7.3 SUBDIVISION AND CONSOLIDATION OF LOTS

.1 No person shall subdivide a lot, tract, or parcel of land or consolidate 2 or more lots, tracts or parcels of land except as provided herein and in conformity with this bylaw and the Province-Wide Minimum Development Standards in accordance with the Planning Act and where there is a lack of clarity the Province shall be consulted.

.2 Preliminary subdivision or lot consolidation approval shall be required before an application for final approval and:

(a) The Development Officer may waive the requirement for preliminary subdivision or lot consolidation approval for subdivisions of 4 lots and under;

(b) Every person proposing to subdivide or consolidate land shall first apply to the Development Officer for preliminary approval before a land surveyor pins the subdivision or consolidation on the ground. The proponent shall submit 4 copies of the preliminary plan of the proposed subdivision;

(c) Such application shall meet the requirements as stated in this subsection as well as the Provincial Minimum Lot Size Standards;

(d) When the Development Officer is satisfied that an application and preliminary plan of subdivision or lot consolidation are complete, the applicant shall forward a copy of the preliminary plan to any other department or agency of the Province or City or to the Planning Board which the Development Officer deems necessary;

(e) Approval of a preliminary plan of subdivision or lot consolidation shall not be refused or withheld solely on the basis of comments or recommendations received from circulated departments or agencies, unless the proposal is demonstrably inconsistent with applicable laws, bylaws, or regulations of the Province or the City. However, such input may inform conditions of approval or guide further review where relevant to public interest, infrastructure, or policy alignment;

(f) The Development Officer shall review such application and shall advise the applicant in writing within 14 calendar days from the receipt of such application that the subdivision or consolidation proposal has received preliminary approval or that it cannot be approved under the provisions of this bylaw and/or the Provincial Minimum Lot Size Standards;

(g) The Development Officer may, where a lot or lots are subdivided from a parent parcel, waive the requirement for a survey of any remnant parcel which is greater than 0.6 hectares;

(h) Preliminary approval of any proposed subdivision or consolidation shall not be construed as final approval of such subdivision or consolidation for land registration purposes or for legal conveyance; and

(i) Preliminary approval shall be effective for a period of 12 months unless, upon application, an extension is granted. If an application for final approval is not tendered to the Development Officer within this period of time, an application for preliminary approval shall be resubmitted.

7.4 PRELIMINARY PLANS OF SUBDIVISION

.1 Preliminary plans of subdivision or lot consolidation submitted to the Development Officer shall:

(a) Be drawn to a legible scale or scales sufficient for clarity of all particulars on the preliminary plan of subdivision;

(b) Be based on a boundary survey of the property to be subdivided;
(c) Be folded to approximately 20 cm by 30 cm with the face of the folded print being the title block which is located in the lower right-hand corner of the preliminary plan of subdivision;
(d) Include a digital copy of the survey plan as a non-scanned PDF file and as a CAD file in DWG format in the Prince Edward Island Coordinate System as outlined in the Land Survey Act, Spatial Referencing Regulations with the vertical reference system being the Canadian Geodetic Vertical Datum of 2013; and
(e) Show the following:
    i) Name of subdivision, if any, and the name of the owner of the area of land;
    ii) Names of all owners or the lot identifiers of all properties abutting the area of land proposed to be subdivided;
    iii) A location map, drawn to scale no smaller than 1:50,000 (such scale to be shown on the map), preferably with the same orientation as the area of land;
    iv) The words "Preliminary Plan" located above the title block;
    v) A clear space for stamping by the City which measures at least 10 cm by 10 cm;
    vi) The dimensions of the area of land to be subdivided;
    vii) The proposed dimensions and shape of lots and blocks;
    viii) The area of each lot including the approximate area of the remainder lot, if any, and the Provincial Parcel Identification Number (PID #) of the parent lot;
    ix) The purpose for which the land is to be used and its conformity to this bylaw;
    x) Each proposed lot individually identified without duplication of lot identifiers, and where a parcel is being added to or subtracted from an existing lot, or where a lot shown on a plan of subdivision is being divided, the proposed lot or lots shall be identified by the existing lot identifier and a letter;
    xi) Approximate locations of all existing primary buildings on the area of land proposed to be subdivided with the graphic location for all buildings within 10.0 m of either side of the boundaries of the proposed lot;
    xii) The boundary lines of proposed lots shown by solid lines, and the vanishing boundaries of existing lots being re-subdivided, consolidated, or both, shown as broken lines;
    xiii) The scale to which the preliminary plan of subdivision is drawn;
    xiv) The width and location of all Rights-of-way and existing and proposed public streets, including pedestrian walkways, intersections and turning circles;
    xv) The names of existing and proposed public streets;

xvi) A plan showing the centre line profiles of the proposed public streets;

xvii) Existing contours at 1 m intervals, proposed spot elevations, and drainage patterns;

xviii) A site drainage plan prepared by a qualified professional engineer which must meet the provisions of the Environmental Protection Act R.S.P.E.I. 1988, Cap. E-9 and any regulations or amendments thereto, showing the erosion control measures on lands that drain directly into streams, rivers, harbours, or any existing watercourses;

xix) The location of existing and proposed municipal services, and the proposed connections thereto;

xx) The identification, location, dimensions, and area of land proposed to be reserved for park, playground, and similar public purposes;

xxi) The width and location of frontages on public streets of land proposed to be reserved for park, playground, and similar public purposes;

xxii) The width, location, and nature of any easements or rights-of-way affecting the area of land proposed to be subdivided;

xxiii) The north arrow or point;

xxiv) The date on which the preliminary plan of subdivision was drawn, and the date of any revisions;

xxv) The location of any watercourse, prominent rock formation, slope which is greater than 8 degrees, area subject to flooding, and any other prominent natural or environmentally sensitive features which might affect the orientation of buildings or the layout or provision of public streets and municipal services to the area where the subdivision is to be located;

xxvi) A boundary survey of the area of land proposed to be subdivided, with the remainder lot shown on the plan with dimensions, certified and stamped by a land surveyor in the manner required by the Land Surveyors Act and any regulations or amendments thereto; and

xxvii) Any other information which the Development Officer deems necessary to determine whether a preliminary plan of subdivision conforms to this bylaw.

.2 Final approval of a subdivision or lot consolidation shall be subject to the following requirements:

(a) The Development Officer may grant final approval to subdivisions which comply with this bylaw and the Provincial Minimum Lot Size Standards, and give approval for lot consolidations where a dwelling may be constructed in a RN Zone;

(b) 9 copies of the final plan of the proposed subdivision shall be submitted; and

(c) When the Development Officer or planning board is satisfied that an application and final plan of subdivision are complete, a copy of the application

and final plan of subdivision may be circulated to any department or agency of the Province or the City as is deemed necessary.

7.5 FINAL PLANS OF SUBDIVISION

.1 Final plans of subdivision shall:

(a) Be drawn to a legible scale or scales sufficient for clarity of all particulars on the final plan of subdivision;

(b) Be stamped by a land surveyor who shall certify that the lots for which approval is requested have been surveyed in the manner required by the Land Surveyors Act and any regulations and amendments thereto;

(c) Be folded to approximately 20 cm by 30 cm with the face of the folded print being the title block which is located in the lower right-hand corner of the plan of subdivision;

(d) For a subdivision creating more than 4 lots and where new streets are to be constructed the applicant shall submit an overall grading and stormwater-management plan prepared and stamped by a Professional Engineer. The plan shall show for each lot, proposed top of foundation elevations for all new primary buildings to be erected on a lot.

(e) Show the following information:

i) Name of the subdivision, if any, and the name of the owner of the area of land;

ii) Names of all owners or the lot identifiers of all properties abutting the area of land proposed to be subdivided;

iii) A location map, drawn to a scale no smaller than 1:5000 with such scale to be shown on the map, preferably with the same orientation as the area of land;

iv) Identify the type of street (public, private, future or undeveloped) including the length of the boundaries of all existing and proposed lots, streets, rights-of-way and easements including the length or arc, points or curvature and radius in the case of curved lines;

v) A clear space for stamping by the City measuring at least 10 cm by 10 cm;

vi) The dimensions of the area of land to be subdivided;

vii) The shape, dimensions, and area of lots, blocks, and the remainder lot, if any, and the Provincial Parcel Identification Number (PID #) of the parent lot;

viii) Each proposed lot individually identified without duplication of lot identifiers, and where a parcel is being added to or subtracted from an existing lot or where a lot shown on a plan of subdivision is being divided, the proposed lot or lots shall be identified by the existing lot identifier and a letter;

ix) Locations of all existing primary buildings on the area of land proposed to be subdivided with the graphic location for all buildings within 10 m of either side of the boundaries of the proposed lot;

x) The width and location of all rights-of-way and existing and proposed public streets including intersections and turning circles, and these shall meet the City requirements for snow removal and fire protection services;

xi) The identification, location, dimensions, and area of land proposed to be reserved for park, playground, and similar public purposes;

xii) The width, location and nature of any easements or rights-of-way affecting the area of land proposed to be subdivided;

xiii) North arrow and orientation

xiv) The location of any watercourse, prominent rock formation, slope which is greater than 8 degrees, area subject to flooding, and any other prominent natural or environmentally sensitive features which might affect the orientation of buildings or the layout or provision of public streets and municipal services to the area where the subdivision is to be located;

xv) The date on which the final plan of subdivision was certified, with all revisions to be identified, dated, and initialled by a surveyor;

xvi) Where the subdivision was designed by an individual or firm other than the land surveyor who has certified the final plan of subdivision, the name of such individual or firm and the nature of the work performed shall be shown in the title block of the final plan of subdivision; and

xvii) Any other information which the Development Officer deems necessary to determine whether a final plan of subdivision conforms to this bylaw.

.2 In addition to the requirements set out in this subsection, the drawings shall show the location and dimensions of existing municipal services to which the proposed underground systems for the subdivision will connect.

.3 An applicant who proposes to lay out and construct streets or install public services on lands that drain directly into lakes, streams, rivers, or any existing watercourses shall submit a drainage plan and an erosion control plan that complies with the City's specifications and meets the requirements of the Environmental Protection Act R.S.P.E.I. 1988, Cap. E-9, and any regulations or amendments thereto.

.4 An applicant shall be required:

(a) To pay the cost of preparing a traffic impact study, where required, in accordance with terms of reference and standards established by the Development Officer from time to time;

(b) To pay all or any part of the cost of:

i) Upgrading any existing street (public, private, future, undeveloped) which does not meet City service standards and forms part of the proposed subdivision or which provides street access and egress to the subdivision;

ii) Constructing any new streets within the proposed subdivision;
iii) Constructing a new street which meets city standards or upgrading an existing street to city standards in order to connect the proposed subdivision to an existing street in the vicinity of the proposed subdivision which meets City standards; and
iv) Constructing access points or upgrading the existing street network in the vicinity of the proposed subdivision including, but not limited to, traffic signals, widening of intersections and access turning lanes.

.5 Final approval of subdivision shall not commit the City to extending or connecting municipal services to that subdivision.

.6 Where an existing street does not meet City standards, or municipal services are not installed to serve an existing street, the Council shall require the applicant or owner, as the case may be, to enter into a Subdivision Roads and Services Agreement which provides that the applicant or owner, as the case may be, shall, where required, pay the cost of a traffic impact study, upgrading of streets to City standards and the installation of municipal services including the acquisition of any land, easement or right-of-way required for street or municipal services purposes.

.7 The City shall not be committed to extend or connect municipal services until the applicant enters into a "Subdivision Roads and Services Agreement" which outlines the terms for the installation of public services and construction of public streets and the extension or connection of municipal services as follows:

(a) The Subdivision Roads and Services Agreement shall be accompanied by detailed engineering design drawings for the construction of public streets, which are prepared in accordance with the City's specifications and signed and stamped by an engineer licensed to practice under the provisions of the Engineering Profession Act;
(b) The Subdivision Roads and Services Agreement shall be accompanied by detailed engineering design drawings for the municipal services to be installed, which are prepared in accordance with the City's specifications and stamped by an engineer licensed to practice under the provisions of the Engineering Profession Act; and
(c) The Subdivision Roads and Services Agreement, where there are sidewalks, pedestrian walkways, rights-of-way, street lighting, curbs, traffic signals or other municipal services in the area shall include this as part of the detailed engineering design in accordance with any City specification and the drawing shall be stamped by an engineer licensed to practice under the provisions of the Engineering Profession Act.

7.6 APPROVAL NOTIFICATION

.1 The Development Officer shall approve a plan of subdivision or consolidation where it

meets the requirements of this section.

.2 When a plan of subdivision has been approved, the Development Officer (or Designate) shall affix a stamp with the City of Charlottetown crest and his or her signature and date of approval to the plan and the following statements may form part of the stamp. As well, the Development Officer may attach other written notices or conditions to the approval (e.g. lot must be consolidated with adjoining lot, previous plans were registered, municipal services are not available, deeds must reflect this plan, no building on this lot).

"This final plan of subdivision is approved for lot(s) _____ and has been approved on _____ and forwarded to be registered with the Registry." or

"This preliminary plan of subdivision is approved for lot(s) _____ on _____ , and no sale of lots may occur until a final plan of subdivision is approved and a 'Subdivision Roads and Services Agreement' is signed."

7.7 ENFORCEMENT

.1 Recording of Plan: no plan of subdivision shall be entitled to be recorded in the Registry of Deeds, or have any validity, until it has been approved in the manner prescribed herein. In the event an unapproved plan is recorded, it shall be considered invalid and the City shall institute proceedings to have the plan stricken from its records.

.2 Sale of land in subdivision: no owner, or agent of the owner, of any land located within a subdivision shall transfer, sell, agree to sell, or negotiate to sell any land by reference to, exhibition of, or by the Use of a plan of subdivision before such plan has been approved and recorded in the manner prescribed herein. Any sale or transfer contrary to the provisions of this subsection of the bylaw is, at the City's option, voidable and shall allow the City to apply to a court of competent jurisdiction for equitable relief. The description of such lot or parcel by metes and bounds in the instrument of transfer, or other documents used in the process of selling or transferring, shall not exempt the transaction from the provisions of this bylaw.

.3 Public Improvements: the City and the authority approving municipal services hereby state that all public improvements will be withheld, including the maintenance of streets and supplying water and wastewater service, from all subdivisions which have not been approved and from all areas dedicated to the public which have not been accepted by the Council in the manner prescribed herein.

.4 Revision to plan after approval: no changes, erasures, modifications, or revisions, shall be made in any plan or a subdivision after approval has been given (approval stamp and signed) by the City unless said plan is first re-submitted to the City for approval.

7.8 GENERAL PROVISIONS FOR SUBDIVISION

.1 All lots on a final plan of subdivision shall abut a public street;

.2 All subdivision proposals or requests to build on property must provide frontage on a public, or future street that meets all servicing standards as set out in the Municipal Design Guidelines and the requirements set out in each zone.

.3 There are four types of streets that exist within the City and include public streets, private streets, future street, and undeveloped streets.

(a) Private streets that existed and were approved prior to July 2020 shall be permitted to exist and building permits may be approved on these private streets but no future private streets shall be approved for subdivision or development after this date.

(b) Existing private streets must be suitable and safe for emergency vehicles such as police, fire and ambulance services.

(c) Services such as water and sewer, electricity and telecommunications must be adequately provided and accommodated for the development located on an existing private street.

(d) The existing private street must provide safe and convenient public and private pedestrian and vehicular access.

.4 Where multiple accesses on an existing or proposed public street are not deemed appropriate in the interest of safety, subdivisions for residential development may be designated with rear lane access driveways. Rear lane access driveways must meet the requirements for the passage and accessibility of emergency vehicles.

.5 All streets and services shall meet the requirements set out in the City of Charlottetown Municipal Design Guidelines as per the Public Works Department.

.6 Where a public street in an adjoining subdivision abuts the boundaries of a plan of subdivision submitted for approval, the public street in the latter shall, if reasonably feasible, be laid out in prolongation of such public streets unless it would be in violation of the bylaw;

7.9 LOT CONFIGURATIONS

.1 Wherever possible, side lot lines shall be substantially at right angles to a public street or radial to a curved public street; and

.2 Wherever possible, the rear lot lines of a series of adjoining lots shall be continuous and not stepped or jogged.

7.10 WATER, SEWER, AND OTHER SERVICES:

.1 Water and sewer plans shall be submitted to the City for approval of the Utilities Department;

.2 The cost of water and sewer installation shall be required to be borne by the person subdividing or developing land;

.3 A person who proposes to subdivide an area of land in the City shall install a public water system for the area of land proposed to be subdivided;

.4 The public water system shall include mains and laterals to the boundaries of the proposed lots, and the system shall be designed by a Professional Engineer and comply with the City's specifications;

.5 A person who proposes to subdivide an area of land in the City shall install a public

sanitary sewer system for the area of land proposed to be subdivided;

.6 The public sanitary sewer system shall include collectors and any laterals to the boundaries of the proposed lots, and the system shall be designed by a Professional Engineer and comply with the City's specifications;

.7 A person who proposes to subdivide an area of land in the City shall install a public storm sewer system for the area of land proposed to be subdivided unless waived by the City where there is no connection to an available piped storm system, or where surface drainage such as ditches, swales, holding ponds, silt traps, and the like of the subdivision does not present undue stress on the environment;

.8 The public piped storm sewer system shall include collectors and laterals to the boundaries of the proposed lots, and the system shall be designed by a Professional Engineer and comply with the City's specifications. Where possible, the applicant of the subdivision shall be encouraged to incorporate swales in the design of the public storm sewer system;

.9 The public storm sewer system shall be designed to discharge into existing streams and brooks utilizing natural run-off channels. Connections may only be made to existing storm sewers with prior approval from the City, and approval shall only be refused if the Existing storm sewer is inadequate; and

.10 Approved public streets and private streets shall include all roadway culverts and drainage ditches, hydrants, easements, pedestrian walkways, sidewalks and shall be designed by a Professional Engineer and comply with the City's Municipal Design Guidelines and specifications.

7.11 LAND FOR PUBLIC PURPOSES (LPP)

.1 The City, at its discretion, shall accept one of the following or a combination of the following:

(a) any person who subdivides more than one (1) Lot from the parent parcel as of the date of this bylaw in the City shall set aside and convey to the City an amount of land which is acceptable to the City, equal to ten percent (10%) of the land to be subdivided for public purposes; or

(b) in lieu of setting aside land for public purposes, the Council may accept payment to the City of money equal to ten percent (10%) of the fair market value of the Lots severed for Subdivision.,

.2 The City will not accept land for public purposes that includes:

(a) Contaminated lands;

(b) Lands that have been stripped of topsoil;

(c) Lands that do not include at least 20 m of road frontage;

(d) Sloping lands that exceed 15% slope conditions.

.3 Notwithstanding Section 7.11.2, the City will accept or reject LPP lands for subdivisions at its sole discretion.

.4 Any person who subdivides land may be required to dedicate a portion of the Environmental Buffer as defined in the

Environmental Protections Act adjacent to a Watercourse or Wetland for Open Space as may be determined by the City through the Subdivision approval process.

7.12 PERFORMANCE GUARANTEES AND CONVEYANCE OF PUBLIC SERVICES

.1 The applicant shall satisfy the requirements of subdivision approval by entering into a subdivision agreement as follows:

(a) The applicant shall agree by subdivision agreement to install the required systems as stipulated by the City, which may include: Streets, sidewalks, water supply, sewage collection, fire hydrants, storm drainage, street lighting, curbing, landscaped areas and traffic control systems, and where appropriate, multi-use pathways and bus pullovers. The owner shall deposit with the Chief Administrative Officer cash, a certified cheque, indemnity, or other security acceptable to the Chief Administrative Officer which shall be sufficient to cover 25% of the estimated installation costs of the required systems, and such estimates shall be subject to the approval of the Director of Public Services or any successor in office;

(b) An agreement entered into between the City and the owner shall be executed in triplicate, signed by the mayor and Chief Administrative Officer on behalf of the City and by the owner;

.2 The agreement shall contain terms with respect to:

(a) Commencement and completion dates for construction of public streets and installation of public water, sanitary and storm sewer systems or other systems;

(b) Provision of general automobile liability insurance;

(c) Description of the work to be carried out within the subdivision;

(d) Furnishing of security to the City as faithful performance Maintenance of the proposed work;

(e) Such phasing as may be agreed upon by the owner and the City;

(f) The provision and acceptance of Easements and rights-of-way associated with the public streets and underground systems; and

(g) Any other matter required by the provisions of this bylaw.

.3 The owner who is responsible for the construction of public streets and the installation of public water, sanitary and storm sewer systems shall:

(a) Arrange and pay for engineering design specifications for the public streets, public water, sanitary and storm sewer specifications of the City;

(b) Arrange for complete testing of the systems and shall advise the City of proposed test dates, sites, and times;

(c) Arrange for service installation inspection; and

(d) Allow the City to inspect the construction and installation at any stage.

.4 Following construction and installation of the required services, and before acceptance by the City of the public streets, water, sanitary and storm sewer systems, the owner shall:

(a) Provide "as built" reproducible engineering drawings for all public

systems which shall be stamped and signed by a Professional Engineer. Included with the "as-built" plans shall be a digital plan copy as a non-scanned PDF file and as a CAD file in DWG format in the Prince Edward Island Coordinate System as outlined in the Land Survey Act, Spatial Referencing Regulations with the vertical reference system being the Canadian Geodetic Vertical Datum of 2013;

(b) Provide all operating and procedural manuals for each public water or sanitary or storm sewer system;

(c) Provide the results of all required test reports of the public systems demonstrating that they have been constructed and are operating according to the standards of the agreement and this bylaw;

(d) Provide all Easements and rights-of-way associated with the public streets and underground systems; and

(e) Post a Maintenance bond or other security acceptable to the Chief Administrative Officer made in favour of the City in an amount equal to 12.5% of the actual costs of constructing the public streets and installing the public water, and sanitary and storm sewer systems. This bond is to be posted for up to 1 year from the date of a "Certificate of Provisional Acceptance" and then a further bond of 6.25% of the actual cost of construction shall be posted for an additional year after "Final Acceptance" to allow for 2 years of Maintenance bonds.

.5 The owner shall convey to, and at no cost to, the City the public streets, any easements, water, sanitary and storm sewer systems, and parkland which shall be free of encumbrances or cash-in-lieu of said parkland.

.6 Following completion of the public streets, water, sanitary and storm sewer systems and any other requirements in the subdivision agreement, a "Certificate of Provisional Acceptance" shall be issued to the owner by the City's Director of Public Services, or successor in office, or the Development Officer.

.7 Following acceptance of the public streets and all associated work, including final asphalt seal, water, sanitary and storm sewer systems, the City shall provide a "Certificate of Final Acceptance" to the owner. The maintenance bond shall remain in place for a period of up to 2 years regardless of whether a "Certificate of Final Acceptance" is issued by the City.

7.13 EXEMPTIONS TO SUBDIVISION REQUIREMENTS

.1 The Development Officer may approve an undersized lot if an existing undersized lot is consolidated with another parcel in order to bring the new consolidated lot closer to the minimum requirements of this bylaw, provided that the remaining parcel or parcels meet the lot requirements of this bylaw or were lawfully existing at the effective date of this bylaw.

.2 Where a lot or parcel of land contains more than one primary building lawfully existing at the effective date of this bylaw the Development Officer may approve a plan of subdivision for the lot or parcel of land

showing a lot designed for each of the primary buildings provided that each lot has a Frontage of not less than 6 m and is served by municipal services.

.3 Notwithstanding the lot area and frontage requirements of this bylaw, where a development component of a permanent nature such as a structure, well, or septic tank is encroaching in or upon an immediately adjacent area of land, the Development Officer may approve a plan of subdivision to the extent necessary and practical to remove the encroachment.

.4 Notwithstanding Section 7.13.1 there may be a unique circumstance whereby the Manager of Water & Sewer Utility is prepared to grant an unserviced development. In this circumstance, the owner of said property must meet all requirements of the Province-Wide Minimum Development Standards Regulations set out in the Planning Act R.S.P.E.I 1988, Cap. P-8.

7.14 LOT SIZE

.1 No lot shall be reduced in area, either by conveyance or alienation of any portion thereof, or otherwise, so that any building or structure on such lot shall have a lot coverage that exceeds, or a front yard, rear yard, side yard, lot frontage, or lot area that is less than that required by this bylaw for the zone in which such lot is located.

.2 If Council approves the construction of a semi-detached dwelling or townhouse dwelling on an undersized lot through a lot area or frontage variance, each semi-detached dwelling unit or townhouse dwelling unit can be further subdivided subject to the requirements in Section 3.12.

.3 A Development Officer may approve, the subdivision of a single infill lot that is undersized in lot area and/or lot frontage, and that meets the average lot size of the existing developed lots on the street within the same zone. Such infill lots are to be used for single-detached dwellings only, or for 2-unit dwellings where permitted in the zone and where the lot has the minimum requirement for lot area for that use.

.4 Consideration will be given to permitting a flag lot in those circumstances where an existing legal lot was created with less than 6.1 m of frontage or in circumstances where a parcel is landlocked and there will never be the ability for the extension of a future street road network to provide the required street frontage from the rear of the property. In the case of a landlocked parcel, a Development Officer may, in their sole discretion, approve a flag lot provided:

(a) The flag lot has no less than 6.1 m of frontage on a public street;
(b) The main body of the lot (flag portion) meets the lot area and frontage requirements of the zone;
(c) Only one flag lot will be permitted per parent parcel; and
(d) No portion of the access strip (pole) portion of the lot shall be included in computing the required lot area for the flag portion.

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PART 8
General Provisions for Parking

8.1 PURPOSE

This chapter aims to manage parking supply in a way that supports urban vitality, climate goals, housing affordability, and equitable mobility. Parking is treated as shared infrastructure to be managed, not maximized. Maximizing parking imposes significant economic, environmental, and social costs on cities. Land consumed by surface parking lots represents a major opportunity cost, displacing housing, businesses, and public spaces that could contribute more meaningfully to urban vitality and tax revenues. Reducing parking minimums can therefore unlock more equitable, compact, and climate-conscious development and support improved transit in Charlottetown.

8.2 PARKING REQUIREMENTS

.1 Unless otherwise specified, off-street parking shall be provided in accordance with the parking requirements in Tables 8.1, 8.2, and 8.3.

.2 There are no minimum parking requirements in the 500 Lot Area of Charlottetown which is inclusive of the DC, DMS, DMU, DN and DW Zones.

.3 The Development Officer may, in their sole discretion, accept less parking than is required in this bylaw on a site if a traffic impact study (TIS) can demonstrate a rationale for less parking.

.4 New additions that result in an increase in the gross floor area greater than 25%, shall require additional parking over and above the existing parking spaces following Section 8.2.1.

.5 Renovations or alterations that increase the gross floor area by less than 25% shall not require additional parking. Existing parking spaces may be reduced, provided that the number of remaining spaces is no less than the minimum required by this Part. A reduction below the applicable minimum may only be approved in accordance with Section 8.2.3 or Section 2.7.

.6 Where a building is repaired to the same use after a fire or other catastrophe, the original number of parking spaces is adequate even if it does not meet the current parking requirements.

.7 Where a parking calculation for a development in any zone results in a fraction of a parking space, the final number of required parking spaces shall be rounded down to the next whole number to a minimum of 1 space.

.8 Parking must be located on the lot being developed and must address any built-form

Table 8.1 Residential Parking Requirements per lot outside of the 500 Lot Area

Type of Use	Minimum Parking Requirement
Single dwelling unit, semi, duplex, townhouse, or attached ADU	1 parking space per dwelling unit
Detached or detached accessory dwelling unit (ADU)	As noted in Sections 4.6 and 4.7
Affordable housing	0.5 parking spaces per dwelling unit; If the affordable unit(s) is within 400 m of a bus stop, 0 spaces per unit are required.
Short-term rentals	1 space per rental for the first 2 units, 0.5 spaces per unit for the additional units.
Home occupation	A minimum of 1 parking space per working employee; plus 1 visitor space. If the home occupation is within 400 m of a bus stop, the parking space requirements may be reduced to one space.
RM, RH, GN, GC Zone parking requirements	0.5 parking spaces per unit.

requirements detailed in the zone.

.9 Where a building or lot use is used for more than one use:

(a) The Development Officer may apply the closest parking requirement deemed to fit the proposed use(s) for the purposes of determining the parking requirements; or

(b) The parking requirements for the site shall be the sum of the parking required for each use.

8.3 CASH-IN-LIEU

.1 Cash-in-lieu of parking spaces may be accepted outside of the 500 Lot Area in any situation where adequate parking cannot be provided or is unfeasible on a lot.

.2 All funds obtained through the cash-in-lieu provisions shall be used exclusively for the provision of additional parking spaces or improved mobility facilities (bike lanes, transit shelters, bike parking, etc.) in the downtown area.

8.4 PARKING SPACE DESIGN STANDARDS

.1 All parking spaces, except stacked spaces, shall have unobstructed access to a public street by means of a driveway, aisle, or lane.

.2 'Stacked' parking spaces can be counted as a parking space for the RN, RM, RH, GC and GN Zones.

.3 An automobile parking space shall have minimum dimensions of not less than 2.6 m by 5.5 m.

.4 Parking spaces for trailer trucks, buses, delivery trucks, motor homes or other large vehicles shall have dimensions no less than 3.05 m by 12.2 m or larger, if necessary to accommodate longer vehicles.

.5 Parking aisles shall be no less than 6.1 m wide for right angle parking, 5.49 m for 60 degree parking, 3.35 m for 45 degree parking or less.

Table 8.2 Commercial, Office & Industrial Parking Requirements

Type of Use	Minimum Parking Requirement
Clubs, educational facilities, places of entertainment, places of worship, churches, auditoriums, academic research and administration buildings, theatres, arenas, halls, stadiums, and other places of assembly.	1 parking space per 30 m² of gross floor area.
Eating and drinking establishment, cocktail lounge, tavern or club, restaurant or drive-through	1 space per 30 m² of gross floor area; plus queuing space for drive-through as required
Day-care facilities	1 space for each working employee plus a drop-off area or 2 parking spaces for the parents
Laundromat	1 space for every 10 washing machines
Animal shelter	1 space for every 28 m² of floor space.
Funeral establishment	A minimum of 15 spaces plus 1 space for each 5 seats
Office, retail store, retail service shop	1 space per 25 m² of gross floor area; 0 spaces required for the 500 Lot Area
Convenience store	1 space per 25 m² of gross floor area; 0 spaces required for the 500 Lot Area
Shopping centre and retail store	1 space per 25 m² gross floor area
Tourist accommodation	1 space per 3 bedrooms or guest rooms, plus 1 space for the operator/proprietor
Hotel	1 space for every 25 m² of commercial or office space in the hotel; plus 1 space per room. 1 tour bus space may be substituted for vehicle parking for every 18 rooms or suites up to a maximum of 36 rooms or suites.
Industrial or warehousing establishment manufacturing	1 space for each 23 m² of office space plus 1 space for each additional 30 m² of floor area of manufacturing area plus 1 space for each 93 m² of warehousing area (exclusive of loading spaces, truck parking, and landscaped areas) or 1 space for each working employee, whichever is greater
Marina	1 space per every 3 boat berths and mooring areas
Storage facility	1 space for each 23 m² of office space plus 1 space per 300 m² of gross floor area dedicated to storage or 1 parking space per 20 storage units, whichever is lesser
Marijuana production facility	1 space per 200 m² of Floor area or 1 space per working employee, whichever is greater.
Any use not specified above.	1 parking space per 30 m² of gross floor area.

Table 8.3 Institutional and Public Use Parking Requirements

Type of Use	Minimum Parking Requirement
Hospitals and nursing homes	1 parking space for each 4 beds or each 30 m² of gross floor area, whichever is less
School, elementary	2 spaces for every classroom
School, junior high	3 spaces for every classroom
School, senior high	5 spaces for every classroom
University or college	1 space per 200 m^2 of gross floor area
Dormitory	1 space for every 3 beds or 0.5 space per unit, whichever is less
Medical, health, and dental clinics	2 spaces per 93 m²
Community care facility	1 space per 3 bedrooms, or 1 space per 4 bedrooms in the 500 Lot Area
Cultural establishment	1 space per 50 m² of gross floor area plus 1 space per working employee
Library	1 space per 100 m² of gross floor area
Active recreation facilities e.g. baseball, soccer, tennis, pickleball	1 space per court, 20 per soccer/baseball field
Parks	No requirement
Any use not specified above	1 parking space per 30 m² of gross floor area

8.5 PARKING LOTS

.1 A new or expanded parking lot containing four or more parking spaces shall comply with the following minimum requirements:

(a) The parking lot shall be on a hard surface (asphalt, pavers, concrete) to prevent the raising of dust and to prevent tracking materials on to a street;

(b) Parking lots shall address the stormwater management requirements of this bylaw draining to a central public storm system or to an on-site retention system or combination of both. At no time shall water from a parking lot drain onto adjoining lots.

(c) The City may require a stormwater plan and grading plan stamped by a civil engineer or landscape architect in accordance with the City of Charlottetown Stormwater Management Guidelines.

(d) Any light used for illumination of the parking lot or parking station shall be arranged so as to direct light away from adjacent lots;

(e) All pedestrian access to the main door(s) of the building from the parking lot shall be designed with a minimum 1.2 m wide hard-surfaced pedestrian pathway with asphalt, concrete, or unit pavers;

(f) A land use buffer, satisfactory to the Development Officer, consisting of a 1 m wide landscape treatment, a fence and/or mature trees (spaced no more than 6.1 m apart), or both, shall be provided where a parking lot abuts a residential zone or a building occupied for residential use in a commercial zone;

.2 The access to the parking lot shall conform with the Street Access Bylaw requirements;

.3 A structure of not more than 3.66 m in height and 4.65 m² in area may be erected on a parking lot for the use of attendants, and it shall be painted and maintained in good condition;

.4 The City may, where for safety reasons due to traffic volumes and the number of existing access points to an arterial or collector street, require adjoining property owners to share the access to their lots and parking, or the City may refuse a new access to a lot.

8.6 LANDSCAPED PARKING ISLANDS

.1 For parking lots exceeding 30 stalls, the lot shall include landscape islands:

(a) Over the initial 30 stalls, one landscape island is required. For every additional 15 stalls, one additional landscape island is required;

(b) That shall have a minimum width of 2.5 m for the full length of the stall and contain at least one deciduous tree and a combination of shrubs, ornamental grasses and/or ground covers;

(c) They shall include curbs and gutters;

(d) That may be designed as stormwater gardens for stormwater management;

(e) That may include a 1 m wide concrete walkway if the island width is increased to 3 m.

8.7 ACCESSIBLE PARKING SPACE STANDARDS

.1 Off-street accessible parking spaces shall measure at least 3.6 m wide and shall contain:

(a) Paint markings that include the accessible logo stencil and access aisle paint marking;

(b) Accessible parking sign at the back of the sidewalk; and

(c) An accessible curb cut or mountable curb where curbs are present.

.2 Where the limits of the parking lot are defined by a curb, the parking lot shall be provided with a ramped curb as close as possible to an accessible entrance or elevators and in no case, shall it be further than 50 m from the location which it is intended to serve, with the exception of a university or college which has a central campus and perimeter parking already established.

.3 The accessible parking space(s) shall be situated as close as possible to the entrance location it is intended to serve.

.4 Each reserved parking space shall be clearly identified by a ground sign.

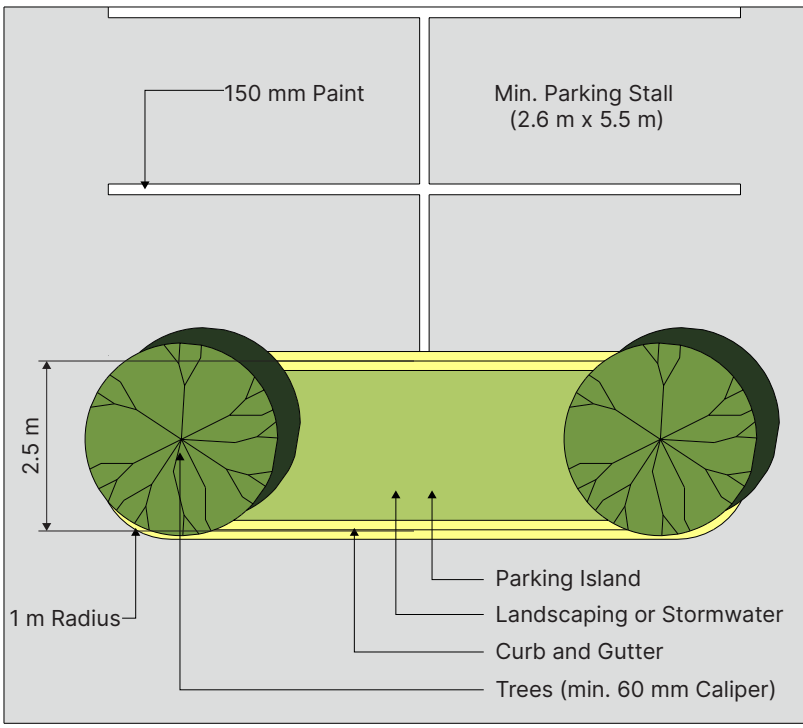
.5 Accessible parking spaces shall be provided at a rate as shown in Table 8.4 and count towards the overall parking requirement.

8.8 PARKING IN RESIDENTIAL ZONES

.1 For all single-detached homes, no more than 35% of the area of the front or flankage yard shall be dedicated to driveways or parking;

.2 For all semi-detached and duplex homes, no more than 50% of the area of the front or flankage yard shall be dedicated to driveways or parking;

Figure 8.1 Parking Island Requirements



.3 For all townhouses, no more than 80% of the area of the front or flankage yard shall be dedicated to driveways or parking;

.4 Driveway widths for any residential lots shall meet the minimum and maximum dimensions as outlined in the Street Access Bylaw for any given use.

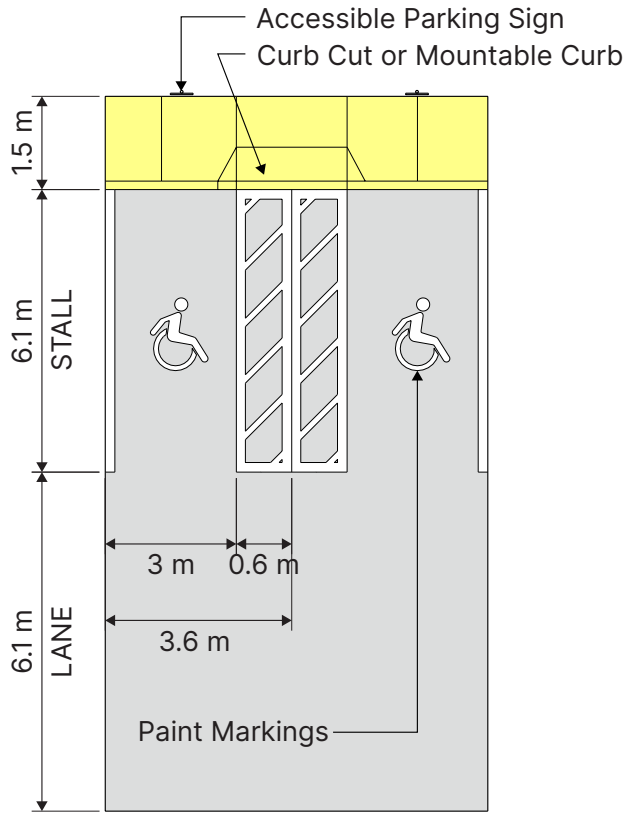
.5 Parking lots for multi-unit dwellings are not permitted between the street and the building except where the building fronts 2 or more streets.

.6 Porte cochères or driveway drop-offs for multi-unit dwelling entries are permitted between the building and the street with 2 temporary parking stalls.

Table 8.4 Accessible Parking Space Requirements

Use	Minimum Required Spaces
Medical, Health and Dental Office	1 Accessible parking space for the first 10 parking spaces required with 1 additional space for each 30 required spaces or part thereof.
Seniors Care Facilities	1 Accessible parking space per 20 beds.
Multi-unit Dwellings	1 Accessible parking space for the first 10 units, and one additional space per 30 units.
Restaurants and Theatres	1 Accessible parking space for the first 10 required parking spaces, and one additional space per 30 required parking spaces.
All other uses	1 Accessible parking space for the first 10 required parking spaces, and one additional space per 50 required parking spaces.

Figure 8.2 Accessible Parking Space Dimensions & Markings



.7 Indoor parking spaces must provide EV chargers at a rate of either:

(a) 10% of all indoor spaces as Level 1 chargers, or

(b) 5% of all indoor spaces as Level 2 chargers.

.8 Each zone may have additional parking design requirements as set out in the built-form standards of the zone.

8.9 SHARED PARKING

.1 The Development Officer may approve shared parking facilities, subject to the following standards:

(a) Shared parking arrangements are permitted between two or more uses that demonstrate offsetting peak parking demand (e.g., daytime offices with evening residential uses).

(b) Owners must provide a signed legal agreement specifying the shared parking arrangement, duration, maintenance responsibilities, and enforcement measures. Such agreements must be approved by the

Development Officer and registered against the property title.

(c) The Development Officer may authorize up to a 40% reduction in required parking spaces based on a shared parking analysis prepared by a qualified transportation professional, demonstrating complementary parking demand.

(d) The total shared parking supply must not fall below the peak combined parking demand identified by a professional parking analysis.

(e) If the shared agreement is no longer in force, then parking must be provided as otherwise required by this bylaw.

.2 Temporary Shared Parking: the Development Officer, with input by the traffic authority and/or public works of the City, permit temporary use of land for shared parking provided that:

(a) The temporary use of land in any zone for shared parking shall only be for a period of up to 4 months.

(b) There is a viable plan for permanent parking or permanent shared parking developed by the applicant.

(c) The applicant must enter into an agreement with the City that parking will be provided as per this bylaw for permanent parking within a specified time frame but in no case more than eighteen months from the date of the agreement.

(d) The temporary parking is designed to meet the requirements this bylaw for design of a parking lot and is stamped and signed by a qualified engineer for drainage and design.

8.10 QUEUEING SPACE

.1 Queueing spaces shall be provided in accordance with the following requirements:

(a) Businesses must ensure all vehicles waiting for service remain within their property boundaries. Queueing vehicles on public roadways is prohibited.

(b) If queueing issues persist on public streets, the Development Officer may impose additional operational restrictions or modifications, including limiting hours of operation, fines or mandating additional on-site queueing capacity or traffic management measures.

(c) Queueing lanes must be clearly marked, separated from parking areas and pedestrian walkways, and designed to avoid interference with internal circulation and external roadways.

(d) Queueing lane lengths based on use shall include:

i) Drive-through restaurants: minimum 8 vehicle queueing spaces.

ii) Car washes and financial institutions: minimum four 4 vehicle queueing spaces.

iii) All other drive-through services: minimum 3 vehicle queueing spaces.

.2 All queueing spaces shall be a minimum of 6.5 m long and 2.7 m wide.

.3 Queueing lanes shall provide sufficient space for turning and manoeuvring and shall not occupy any portion of a designated fire lane or restrict access to parking spaces.

8.11 PARKING GARAGE STRUCTURES

.1 Within the 500 Lot Area, dedicated parking garages shall:

(a) Provide ground floor retail uses for no less than 50% of any street frontage to a minimum depth of no less than 6 m;
(b) Require screening of parking levels above ground floor with architectural elements such as louvres, perforated metal, glazing, or green walls to obscure direct views of parked vehicles;
(c) Be made of high-quality, durable, and visually appealing materials sympathetic to the surrounding architecture for all visible façades;
(d) Facade design should complement the surrounding built form, respecting height, materials, and rhythm of adjacent buildings;
(e) Where feasible, incorporate weather-protected sidewalks, bike parking, or small seating areas along the frontage.
(f) Include landscaping or other softening treatments along sidewalks and entrances to enhance pedestrian environment and mitigate visual impact; and
(g) Parking garage entries on frontages shall not exceed 7 m wide and more than 30% of the buildings frontage.

8.12 BICYCLE PARKING

.1 The minimum required bicycle parking spaces shall be provided in accordance with the bicycle parking requirements in Table 8.5. Decimal results shall be rounded up.

.2 Notwithstanding the ratios required for class A and B bike parking, class A bike parking can be provided at a higher than the recommended percentage to meet the bike parking requirements up to 100%.

.3 Bicycle parking racks shall be required to be spaced:

(a) At least 0.45 m apart for a vertical rack or two-tier rack with a lift assist; or
(b) At least 0.9 m apart for other types of rack.

.4 When providing bicycle parking facilities, applicants are encouraged to consider the bicycle parking design guidelines, best practices and recommendations contained in the City's Active Transportation Plan.

8.13 BICYCLE PARKING (CLASS A)

.1 Class A bicycle parking shall be located:

(a) Within a room that is dedicated to the storage of bicycles;
(b) Within a roofed bicycle cage outside of a building;
(c) Within an enclosed bicycle locker outside of a building;
(d) Within a covered parking garage area reserved for bicycles; or
(e) Within a resident storage unit located in an indoor parking area that is associated with a multi-unit dwelling use;
(f) On the ground floor of the building; or
(g) Within one storey of a ground floor and be:
    i) Accessible from a ground floor with ramps, which are protected from motor vehicle traffic; or
    ii) Accessible from a ground floor by elevator.

Table 8.5 Required Bicycle Parking Spaces by Use

Use	Bike Parking Requirement	Ratio of Class A and B
Multi-unit Dwelling	1 space per 3 units	80% class A, 20% class B
Hotels	1 space/ 30 rooms	50% class A, 50% class B
Commercial/Office	1 space/ 500 m² GFA	50% class A, 50% class B
Entertainment Establishment	1 space/ 25 seats	20% class A, 80% class B
Institutional uses	1 space/ 250 m² GFA	100% class B
Parking Structure	1 space/ 20 parking stalls	100% class B
Any other uses	1 space/ 500 m² GFA	50% class A, 50% class B

.2 Any Class A bicycle storage shall be secured against unauthorized entry.

.3 Parking stalls shall be no less than 0.6 m long and 1.2 m high, and have an associated aisle of 1.5 m in width.

8.14 BICYCLE PARKING (CLASS B)

.1 Class B bicycle parking shall:

(a) Be located outside of a building in a location that is visible and accessible from the street, within 20 m of a main door;

(b) Be surfaced with a hard material such as asphalt, concrete, or unit pavers; and

(c) Include galvanized, powder coated or stainless steel racks spaced 0.90 m width apart with a clear bike parking length of 1.8 m.

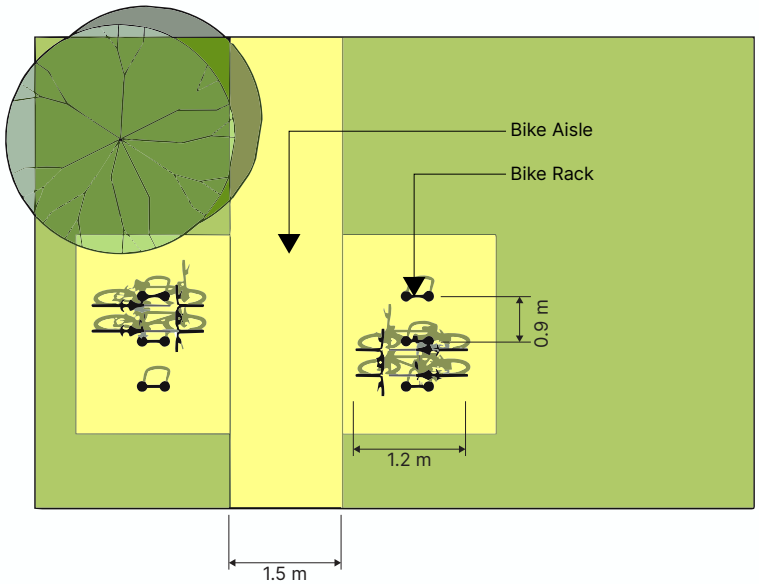


Figure 8.3 Class B Bike Parking

CHARLOTTETOWN

PART 9
General Provisions for Signage

9.1 PURPOSE

The purpose of this section is to regulate signage to protect public safety, enhance visual quality, improve legibility, and preserve the heritage character of Charlottetown, especially within the Downtown 500 Lot Area.

9.2 GENERAL

.1 Signs and their components, shall not be erected, placed, displayed, altered, or relocated on private or public property unless a sign permit has been issued or the sign is exempted as per the provisions of this Section.

.2 Signs and their components, shall be maintained in a good state of repair so that they do not pose a hazard to public health or safety, or become unsightly.

.3 Normal sign maintenance, including the refurbishment of existing signs, replacement of sign components with identical features, and repair of structural members or lighting shall not require a sign permit.

.4 Signs that do not meet the requirements of this bylaw shall be prohibited unless permitted through a variance.

.5 The sign owner and property owner shall be liable for all signs and parts thereof. The City is indemnified from all claims for damages, injury, loss, or expense arising from the approval, erection, maintenance, removal, or failure of a sign, and parts thereof, on private or public property.

9.3 SIGNS PERMITTED WITHOUT A SIGN PERMIT

.1 The following signs are permitted without a sign permit:

(a) Signs identifying the name and/or address of a resident, up to a maximum sign area of 0.2 m²;

(b) Signs regulating the use of a property, such as no trespassing, for rent, or warning signs, up to a maximum sign area of 0.2 m²;

(c) Non-illuminated real estate signs, up to a maximum sign area of:

i) 0.6 m² in any residential zone or the 500 Lot Area;

ii) 3 m² for up to 2 years in a residential zone when the sign advertises five or more lots in the same subdivision, or a multi-unit dwelling with more than 24 units; and

iii) 1.4 m² in all other zones;

(d) Signs associated with a municipal, provincial, or federal election, up to a maximum sign area of 3 m². Such signs

can only be erected on the day the election period begins and shall be removed within 7 days following the election. In the case of a municipal election, the start date is defined to be the Tuesday 4 weeks prior to the fixed election date.

(e) Signs identifying hazardous or dangerous areas, or the storage of potentially hazardous materials, up to a maximum sign area of 0.6 m²;

(f) One building identification sign denoting the name, number and/or erection date of a building, which has been incorporated into the building's original construction materials;

(g) Signs painted on a mobile canteen;

(h) Any flag, insignia, or bulletin board erected on-site by a charitable organization, religious organization, or a fraternal organization, up to a maximum sign area of 1.7 m²;

(i) Memorial signs or historical plaques denoting the heritage significance of a building, structure, or place;

(j) Signs erected or authorized by a government body (federal, provincial or municipal) including signs placed on properties for rezonings or development agreements as set out in TIS bylaw;

(k) Entrance identification signs placed over, adjacent to, or on a building entrance, including but not limited to a service entrance, sales entrance, or loading spaces;

(l) Signs placed at the start of a driveway to identify points of access/egress, not including advertising aside from a corporate logo, are permitted on:

i) Properties in an institutional zone which are 2.83 hectares or greater in lot area, provided that:
   1) The maximum sign area is 2.97 m²;
   2) The maximum height is 2.74 m; and
   3) The sign shall be setback a minimum of 1 m from the property line or a building.

ii) Properties in all other zones and in an Institutional Zone which are less than 2.83 hectares in lot area, provided that:
   1) The maximum sign area is 0.5 m²;
   2) The maximum height is 1.22 m; and
   3) The sign shall be setback a minimum of 1 m from the property line or a building.

(m) Signs facilitating the movement of pedestrians or vehicles on-site, or denoting the location or function of a building, parking lot, accessible parking, or traffic lane, up to a maximum sign area of 0.37 m² and a maximum height or 1.22 m;

(n) Non-illuminated window signs provided that the sign covers a maximum of 30% of the window upon which it is attached;

(o) One menu sign, up to a maximum sign area of 0.37 m², may be mounted to the façade of an eating and drinking establishment;

(p) Menu signs associated with Drive-through Businesses;

(q) Two construction signs, up to a maximum sign area of 3 m² and a maximum height of 2 m;

(r) Banners advertising a grand opening for a business premise outside of residential zones and the downtown zones, provided that:
   i) There are a maximum of two Banners per property;
   ii) Banners are a maximum of 2 m² in area per face;
   iii) Banners are securely attached parallel to a building wall, or to a supporting structure(s);
   iv) Banners do not extend over a property line, traffic lane, parking space, or an area used for vehicular and pedestrian accessibility; and
   v) Banners are not erected for more than 7 consecutive days. Banners exceeding this timeframe shall be subject to Section 9.17.

(s) Feather banners outside of the 500 Lot Area and residential zones, provided that:
   i) There are a maximum of four feather banners per lot frontage;
   ii) All feather banners shall be placed a minimum of 1.83 m apart from each other along the lot frontage;
   iii) Feather banners have a maximum width of 0.76 m and a maximum height of 3.7 m in height;
   iv) Feather banners are securely attached to the ground or a solid base;
   v) Feather banners do not extend over a property line, traffic lane, parking space, or an area used for vehicular and pedestrian accessibility;
   vi) Feather banners are not erected for more than 30 consecutive days and 60 days within a calendar year; and
   vii) A non-illuminated fascia sign, up to a maximum sign area of 0.45 m², may be erected for a home occupation, home daycare, tourist accommodations, in accordance with the general provisions, and unless the property is a designated heritage resource in which case a Heritage Permit is required.

(t) Signs (including banners) indicating "open", "closed", "sale" or similar terms for any business;

(u) Temporary signs in windows advertising sales and bargains that are displayed for two weeks or less; and

(v) Temporary community special event signs can be displayed one week prior to the event and removed within one week of the event's conclusion.

9.4 PROHIBITED SIGNS

.1 The following signs are strictly prohibited:

(a) Signs posing a hazard to public safety or health, including signs that were previously approved by a Development Officer, but have become hazardous due to inadequate maintenance;
(b) Signs painted on or attached to a fence, utility pole, bench, tree, rock, or any other natural object;
(c) Signs painted on or attached to a parked vehicle or trailer not normally used in the day-to-day activity of a business premise that is visible from a street;
(d) Signs obstructing a window, fire escape, required exit, doorway, or any other building opening intended as a means of ingress or egress;
(e) Signs obstructing the sight triangle area;
(f) Signs, which by reason of location, design, content, colouring, or manner of illumination:
    i) Create a hazard to the safe and efficient movement of vehicular or pedestrian traffic; or
    ii) May be confused with, or obstruct the effectiveness of official traffic signs, signals, or devices.
(g) Signs located on a public right-of-way, unless the sign is erected by a government body or it has been approved by a Development Officer in accordance with this bylaw;
(h) Signs emitting sounds (unless associated with a drive-through business), odours, gases, or liquids;
(i) Signs displaying obscene, offensive, discriminatory, or misleading content;
(j) Abandoned signs;
(k) Billboard signs;
(l) Flashing signs, or any sign that incorporates kinetic or pulsating illumination;
(m) Murals or any sign painted on a building or structure in the 500 Lot Area, unless they have been reviewed and approved as per the City of Charlottetown Public Art Policy;
(n) Roof signs;
(o) Rotating signs; and
(p) Signs that advertise a product, service, or business that is not available at that location unless otherwise permitted in this bylaw; and
(q) Changeable copy signs are not permitted in the 500 Lot Area.

9.5 NON-CONFORMING SIGNS

.1 A sign that is lawfully in existence at the effective date of this bylaw, although the sign does not conform to the provisions of this bylaw, may continue to be used as a non-conforming sign.

.2 Non-conforming signs may be replaced by an identical sign. A component of a non-conforming sign may also be replaced with an identical component;

.3 The reader board component of a non-conforming sign may be replaced with an electronic sign if it adheres to the bylaw requirements; and

.4 Non-conforming signs shall not be altered, redesigned, or relocated unless:

(a) Alterations comply with this bylaw; or

(b) The total sign area is reduced by a minimum of 25%.

9.6 SIGN PERMIT APPLICATION

.1 A sign permit application shall contain the following information before a sign permit may be issued:

(a) A completed sign permit application and a paid application fee, in accordance with Council's approved schedule of fees;
(b) Written authorization from, and the contact information of the property owner;
(c) Scaled drawings illustrating the type, dimensions, sign area, colour, finishing material, and supporting structures of all proposed signs and/or sign modifications that are prepared by a qualified professional;
(d) Applications for signs and/or banners that are attached to a wall, shall include elevation drawings of the building wall illustrating the height and length of the wall, placement of windows, location of the proposed sign, and the clearance distance from the ground;
(e) Applications for free standing signs shall include elevation drawings illustrating the sign's design and the clearance between the ground and the sign;
(f) Applications for free standing signs, sandwich board signs, and banners attached to the ground shall include a site plan of the subject property, illustrating the location of existing buildings and structures, property lines, signs, driveways, parking lots, and other site characteristics in relation to property lines. Accurate measurements shall also be provided;
(g) Applications for electronic signs shall include a signed letter from the sign manufacturer stating that the sign is equipped to comply with the general provisions of this bylaw; and
(h) Any additional information that a Development Officer or Heritage Officer deems relevant to the issuance of a sign permit for a sign.

.2 A sign permit application shall not be approved when:

(a) The proposed sign does not adhere to the provisions of this bylaw; and
(b) The proposed sign is to be erected on a property containing an existing sign that does not comply with this bylaw.

.3 An issued sign permit shall be valid for one year. If the approved sign is not erected within one year, the permit shall become null and void.

.4 An incomplete application will be held for a 3 month period, at which point the application shall become null and void.

9.7 SIGN ENFORCEMENT

.1 A Development Officer may enter any parcel of land during the City's office hours in order to inspect a sign to determine its compliance with this bylaw;

.2 Where a Development Officer is aware that a sign has been erected prior to the issuance of a sign permit, they will provide notice to the owner, instructing them to submit a completed sign permit application immediately.

.3 A Development Officer shall provide notice to the owner of a sign and/or property upon which a sign is placed, instructing them to remove said sign when:

(a) A sign is not permitted, in accordance with the provisions of this bylaw;
(b) A sign and/or property owner has received notice and failed to submit a sign permit application for an illegally erected sign in a reasonable period of time;
(c) A sign, for which a sign permit was previously issued, now violates the conditions of the issued sign permit;
(d) A temporary sign has exceeded the maximum duration specified by this bylaw, the conditions of a sign permit, and/or resolution of Council; and
(e) A sign poses a hazard to public health and safety, has fallen into disrepair, or has become unsightly, as determined by a Development Officer or Bylaw Enforcement Officer.

9.8 RESIDENTIAL & INDUSTRIAL IDENTIFICATION SIGNS

.1 A residential neighbourhood, multi-unit dwelling exceeding ten units, or farm may have one free standing sign that identifies the entrance and/or name of the building or facility, up to a maximum sign area of 2.5 m²; and

.2 An industrial park may have one free standing sign that identifies the entrance and/or name of the development, up to a maximum sign area of 3.9 m².

9.9 NUMBER OF PERMITTED COMMERCIAL SIGNS

.1 The following commercial signs are permitted per business premise, in accordance with the sign dimensions and general provisions outlined in the following tables:

(a) Fascia signs up to a maximum sign area as specified in the table;
(b) A maximum of two additional signs comprised of the following options:
  i) Awning/canopy signs;
  ii) Projecting wall sign;
  iii) One free standing sign; or
  iv) One sandwich board sign.

.2 A permitted business premise in a residential zone, or a legal non-conforming use in a residential zone including the Downtown Neighbourhood (DN) Zone may erect one of the following non-illuminated signs:

(a) A Fascia sign, up to a maximum sign area of 2 m²; and
(b) A Free Standing sign, up to a maximum sign area of 2 m² per sign face and a maximum height of 1.5 m.

9.10 SIGN PROVISIONS FOR DEVELOPMENT AGREEMENTS

.1 If the development agreement specifically notes any signage requirements that do not meet the requirements of this bylaw, the development agreement shall supersede this bylaw; otherwise these signage requirements shall be met.

Figure 9.1 Sign Types



Table 9.1 Awning/Canopy Table

Zone	Dimensions	General provisions
500 Lot Area (Excluding DN Zone)	Sign area shall not exceed 40% of the Awning / Canopy upon which it is attached.	Signs shall be affixed to, or painted on an Awning / Canopy that is securely attached to a building wall that abuts a street; Signs shall be attached to an Awning / Canopy that may extend a maximum of 1 m over a sidewalk or public right-of-way; Signs shall be attached to an Awning / Canopy that is located below the bottom of the second Storey windows; Signs shall be attached to an Awning / Canopy that provides a minimum clearance of 2.2 m over a sidewalk and 3 m over a Parking Space or traffic lane; The owner of a Sign that extends over a public right-of-way shall: • Carry liability insurance that names the City as a third party and provides a minimum coverage of $1,000,000; and • Enter into an encroachment agreement with the City to Permit said Sign; and • Signs erected in the 500 Lot Area or on a Heritage Resource shall adhere to the Sign design criteria.
Any other Mixed Use Residential/ Commercial, Institutional, Open Space or Employment/ Industrial Zone	Sign area shall not exceed 60% of the Awning / Canopy upon which it is attached.	

9.11 AWNING / CANOPY SIGNS

.1 Awning / Canopy Signs shall adhere to the following provisions in Table 9.1:

Table 9.2 Projecting Sign Table

Zone	Dimensions	General Provisions
500 Lot Area (Excluding DN Zone)	Sign area shall not exceed 1 m² per sign face.	Signs shall have a maximum of two parallel sign faces; Signs shall be erected on a building wall that abuts a street or the business premise's interior parking lot; Signs shall have a minimum clearance of 2.2 m from the ground; Signs and their supporting structures shall extend a maximum of 1.1 m from the building wall. No sign shall extend over a side property line or the roof of a building; Supporting structures shall be designed in proportion to the size of the sign; The owner of a sign that extends over a public right-of-way shall carry liability insurance that names the City as a third party and provides a minimum coverage of $1,000,000; and Enter into an encroachment agreement with the City.
Any other Mixed Use Residential/ Commercial, Institutional, Open Space or Employment/ Industrial Zone	Sign area shall not exceed 2 m² per sign face. When erected on a designated heritage resource, sign area shall not exceed 1 m² per sign face.	

9.12 PROJECTING SIGNS

.1 Projecting signs shall adhere to the following provisions in Table 9.2:

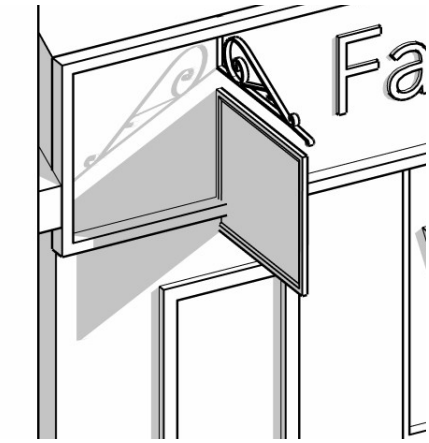


Table 9.3 Fascia Sign Table

Zone	Dimensions	General Provisions
DN RM RH PPS POS UE	Sign area shall not exceed 0.30 m² per linear meter of the building wall upon which the Sign is erected.	Signs shall be erected on a building wall that abuts a public street. If a business premise is located on a corner lot, signs may be erected on each façade of the building adjacent to a street or in the instance of a shopping centre, signs may also be erected on one wall that abuts an interior parking lot; Buildings that are four stories and higher can also erect signage on the building façade above the fourth floor provided they meet all other provisions of the sign bylaw with regard to maximum sign face area permitted on the building; Signs shall be erected on a maximum of three building walls, in accordance with Section 9.6.1(d) Signs shall not project more than 0.31 m from the wall upon which it is erected; Signs shall not extend beyond the extremities of the wall upon which it is erected; Signs erected in the 500 Lot Area or on a Heritage Resource shall not exceed 1.21 m in the vertical dimension unless approved by the Heritage Committee.
DC DMS DMU DW	Sign area shall not exceed 0.4 m² per linear meter of the building wall upon which the sign is erected.	
GC GN I BP P AP HI	Sign area shall not exceed 0.6 m² per linear meter of the building wall upon which the sign is erected.	

9.13 FASCIA SIGNS

.1 In a multi-tenant building where business premises are clearly divided and have a usable ground floor storefront, sign area shall be calculated using the length of the building wall occupied by the subject business premise;

.2 In a multi-tenant building where business premises are not clearly divided and lack a usable ground floor storefront, sign area shall be calculated for the entire building. In these instances, the property owner shall determine which usable sign area is allocated to each business premise;

.3 Illuminated window signs and non-illuminated window signs covering more than 30% of the window upon which they are attached shall be regulated as fascia signs and occupy part of the permitted sign area; and

.4 Fascia signs shall adhere to the following provisions in Table 9.3.



Table 9.4 Free Standing Sign Table

Zone	Dimensions	General provisions
DC DMS DMU DW	Sign area shall not exceed 2.32 m² per sign face. Signs shall not exceed 2.5 m in height.	Signs shall have a maximum of two parallel sign faces; Signs shall not impede pedestrian or vehicular visibility when accessing a lot; Signs shall be set back a minimum of 1 m from the property line and a building; Signs erected on a corner lot shall be prohibited within the sight triangle area; Signs shall have a minimum clearance of 2.2 m above open areas and 4 m above a driveway or vehicular traffic area; When a business premise(s) is located on a corner lot or through lot, one sign is permitted on each of two lot frontages, provided that the second Sign is 50% of the total sign area identified in this table, and there is a minimum distance of 30.1 m between the signs.
BP P AP	Sign area shall not exceed 13.9 m² per sign face. Signs shall not exceed 8 m in height.	
PPS POS	Sign area shall not exceed 4.65 m² per sign face. Signs shall not exceed 3.7 m in height.	
GC I HI	Sign area shall not exceed 9.29 m² per sign face. Signs shall not exceed 8 m in height.	
DA	**Shopping Centres:** Sign area shall not exceed 30 m² per sign face. Signs shall not exceed 9.75 m in height. **Non-Shopping Centres:** Sign area shall not exceed 13.9 m² per sign face. Signs shall not exceed 8 m in height.	

9.14 FREE STANDING SIGNS

.1 A property owner may erect a free standing sign that contains advertising for a business premise(s) that is located on the subject property. A free standing sign that contains advertising for multiple tenants shall contribute to the total number of permitted signs for each business premise listed on said sign;

.2 When a free standing sign is used to advertise multiple business premises a Development Officer shall calculate the permitted sign area for the entire property, and the property owner(s) shall determine which usable sign area is allocated to each business premise.

.3 Free standing signs shall adhere to the following provisions in Table 9.4:



Table 9.5 Electronic Sign Table

Zone	Dimensions	General provisions
DC DMS DMU DW	Electronic Signs may occupy a maximum of 2.23 m² of the permitted sign area for Fascia Signs or Free Standing Signs.	One Electronic Sign shall be permitted per property. When the subject property is a corner lot or through lot, one Electronic Sign shall be permitted on each of the two lot frontages; Heritage Properties are not permitted
All other zones except DN and RN	Electronic Signs may occupy a maximum of 2.79 m² of the permitted sign area for Fascia Signs or Free Standing Signs.	Electronic Signs may have two parallel sign faces; Electronic Signs shall not be erected within 30.5 m of a residential zone or the DN Zone; If installed on a Free Standing Sign, an Electronic Sign shall not be located within 9.14 m of the outermost portion of an intersection roundabout, or interchange. On undersized lots where this figure cannot be satisfied, Signs shall instead be erected at the midpoint of the property lot frontage; If installed on a legal non-conforming Free Standing Sign, Section 9.5 shall apply; Signs shall be equipped with automatic dimming technology that automatically adjusts sign brightness in response to ambient light conditions. Sign illuminaytion shall not exceed ambient light conditions by more than 3.23 lux (3.23 lumens/m²); Messages shall have a minimum duration of 10 seconds, and shall not include off-premise advertising; The intensity of illumination of a message shall be maintained at a constant level throughout the duration of the message; The transition period between messages shall be a maximum of 0.25 seconds. The message transition shall not incorporate blinking, flashing, scrolling, bouncing, or other moving effects; and Electronic Signs may include static images, however, animation, video, or moving images shall be prohibited.

9.15 ELECTRONIC SIGNS

.1 Electronic signs shall be incorporated into a free standing sign or be erected on a building wall.

.2 Electronic signs shall occupy a portion of the permitted sign area for fascia signs (Section 9.13.4) or free standing signs (Section 9.14.3), as determined by its classification;

.3 Electronic signs shall not be permitted:

(a) In the 500 Lot Area;
(b) On a heritage resource; or
(c) In a residential zone.

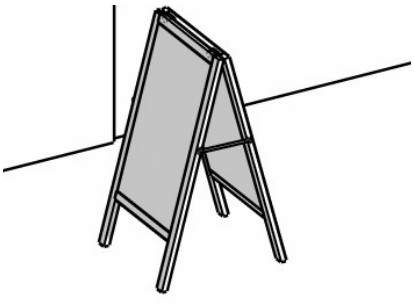
.4 Electronic signs shall adhere to the following provisions, in addition to the provisions for fascia signs or free standing signs, as determined by its classification:

9.16 SANDWICH BOARD SIGNS

.1 Sandwich board signs shall adhere to the following provisions in Table 9.6:

Table 9.6 Sandwich Board Sign Table

Zone	Dimensions	General Provisions
DC DMS DMU DW DN	Sign area shall not exceed 0.6 m² per sign face. Signs shall not exceed 1 m in height.	Signs shall only be displayed when the advertised business premise is open; Signs shall not interfere with pedestrian or vehicular circulation, or impede pedestrian or vehicular visibility when accessing the lot; Signs shall be placed on private property or on the public right-of-way abutting the subject building, excluding the sidewalk, where possible; Where there is insufficient space to satisfy these requirements, the sign may be placed on the sidewalk abutting the subject building or the outermost edge of the sidewalk, as long as a minimum pathway of 1.5 m exists on the sidewalk; Signs shall display the City's approval sticker indicating that said sign has been approved in accordance with this bylaw; When placed on a public right-of-way, the owner of a sign shall carry liability insurance that names the City as a third party and provides a minimum coverage of $1,000,000; and Proof of liability insurance shall be provided on an annual basis.
All other zones except RN	**Placed On Public Right-of-way:** Sign area shall not exceed 0.6 m² per sign face. Signs shall not exceed 1 m in height. **Placed On Private Property:** Sign area shall not exceed 1.2 m² per sign face. Signs shall not exceed 1.21 m in height.	



9.17 TEMPORARY BANNERS

.1 Banners may be permitted on a temporary basis if they adhere to the following provisions in Table 9.7:

Table 9.7 Temporary Banner Sign Table

Zone	Dimensions	General provisions
All Zones	Sign area shall not exceed 1.95 m² per banner face.	In the 500 Lot Area, two banners are permitted per property. In all other areas a maximum of four banners are permitted per property; Banners shall be securely attached parallel to a building wall, or to a supporting structure(s); Banners shall not extend over a property line, traffic lane, parking space, or an area used for vehicular and pedestrian accessibility; and Banners shall not be erected for more than 30 consecutive days and 60 days within a calendar year.

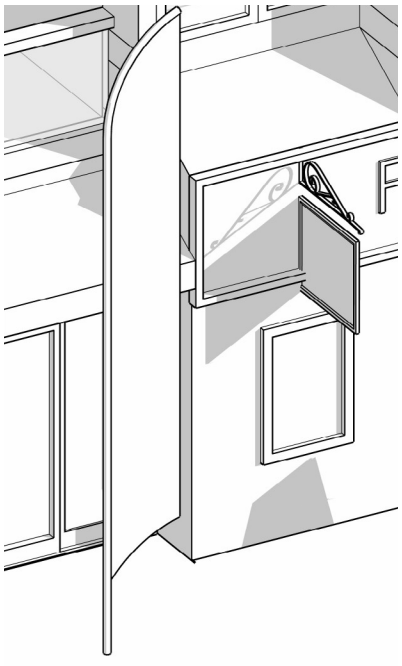


Table 9.8 Roof Sign Table

Zone	Dimensions	General provisions
DW	Sign area shall not exceed 0.3 m² per linear meter of the structure roof upon which the sign is erected.	Only permitted on floating structures; Only 1 roof sign per structure; Roof signs may be attached to the sloping portions of the roof, provided that no portion of the sign is located above the highest point of the roof surface, such as the top of the gable, hip, gambrel or peak portion of the roof; In instances where a structure has a roof sign that same structure may only have 1 additional fascia sign, subject to the regulations therein.

9.18 ROOF SIGNS

.1 Roof signs may only be permitted on floating structures if they adhere to the following provisions in Table 9.8.

9.19 TEMPORARY MISCELLANEOUS SIGNS

.1 Miscellaneous signs, including ribbons, inflatable signs, balloons, and activated devices, may be permitted on a temporary basis if they adhere to the following provisions:

(a) Temporary signs shall be prohibited in the 500 Lot Area, unless associated with a special event or festival;
(b) A maximum of two signs are permitted per property;
(c) Signs shall not extend over a property line, traffic lane, parking space, or other area used for vehicular or pedestrian access; and
(d) Signs shall be erected for a maximum of 14 consecutive days and 30 days within a calendar year.

9.20 OFF-PREMISE SIGNS FOR SPECIAL EVENTS

.1 The City has designated locations where off-premise signs for special events may be permitted on a temporary basis. Temporary, off-premise signs for special events shall adhere to the following provisions:

.2 A maximum of 7 signs shall be erected per special event. The maximum sign area shall not exceed 3 m² per sign face;

.3 Signs shall not be illuminated;

.4 Signs shall only be erected at a location designated by the City; and

.5 Signs shall be erected for a maximum period of 21 consecutive days and be removed within two days following the event's conclusion. Signs exceeding this maximum duration may be permitted subject to approval by City tourism and event staff.

9.21 OFF-PREMISE ELECTRONIC SIGNS

.1 Off-site electronic signage, promoting local businesses and local events, may be permitted subject to the following criteria:

(a) The permitted off-premise electronic sign types include 'pole signs' and 'building wall signs' with a maximum sign area of 5 m^2.
(b) Off-site electronic signs shall meet the following siting criteria:
  i) Shall not be located within any public street rights-of-way;
  ii) Shall be located on lands fronting on collector roads (Schedule C) that are zoned GC, GN, BP, AP, HI or I;
  iii) Shall not impede the visibility of any traffic signals or traffic signage;

iv) Shall be located in a manner that does not create distractions or safety hazards for pedestrians or motorists, or a danger to the public; and

v) Any additional criteria which the City staff believe may pose a safety threat.

(c) Off-site electronic signs shall meet the following setback and design requirements:

i) 60 m from any intersection measured from the closest streetline(s);

ii) 100 m from any crosswalk or traffic signal;

iii) At least 15 m from any residential zones;

iv) At least 2 m from any streetline;

v) The minimum underside height of any free standing pole type sign shall be 2.2 m; and

vi) The maximum height of any free standing pole type sign shall be 5 m.

(d) Off-site electronic signs shall meet the following illumination criteria:

i) Message transition shall be instantaneous and shall not involve any visible effects including scrolling, fading, dissolving, intermittent or flashing light, or the illusion of such effects;

ii) The minimum dwell time of each image shall be 10 seconds;

iii) The maximum brightness levels shall be 5,000 nits during daytime and 500 nits at nighttime; and

iv) The sign shall not be Illuminated between the hours of 11:00 p.m. and 7:00 a.m.

9.22 SIGN DESIGN CRITERIA - DESIGNATED HERITAGE RESOURCES AND WITHIN THE 500 LOT AREA

.1 Excluding sandwich board signs and temporary signs, all signs that require a sign permit shall adhere to the following design criteria if erected in the 500 Lot Area or on a designated heritage resource:

.2 Content:

(a) Sign content shall be limited to the name, logo, or slogan of a business premise, the name of practitioners of said business premise, the name of the building, or the civic address;

(b) Signs shall utilize a maximum of two fonts;

(c) Signs shall be limited to a maximum of three colours, unless incorporated into a corporate logo, with sufficient contrast so that the sign is clearly legible;

(d) Sign board and background colours shall be dark with a light contrast colour for letter detailing; and

(e) Signs shall not have a reflective or neon/ fluorescent background.

.3 Materials & Design:

(a) Signs and channel letters shall be designed in a manner that is consistent with the architectural style and original façade materials of the building upon which they are erected;

(b) Signs and channel letters shall be constructed of natural materials, such as wood, metal, glass, or fabric, or a

high quality composite material that appears to be a natural material; and

(c) Crafted signs with three-dimensional features and decorative detailing are encouraged.

.4 Compatibility & Placement:

(a) Signs shall not obstruct any prominent architectural feature or character defining elements of a building, including but not limited to windows, sills, entrances, door frames, arches, columns, cornices, and molding;

(b) Where multiple signs exist for a single business premise, all signs shall incorporate unifying styles, materials, fonts, colours, and/or typologies;

(c) Repetitious sign information on the same building wall shall be prohibited;

(d) Where a sign band exists on a façade, fascia signs shall be centred in the sign band. Where no sign band exists, the fascia sign shall be centred over the doorway or display windows;

(e) Fascia signs that run the full width of the building wall are preferred; and

(f) Signs shall only be located on an awning/canopy that extends the full width of the business premise.

.5 Method of Attachment:

(a) Signs shall be securely mounted onto a structure in a manner that does not have an adverse impact on the building's structural integrity, or compromise its heritage value or character defining elements; and

(b) All fastening hardware and brackets shall blend into, and be compatible with the sign's materials and colours.

.6 Lighting:

(a) Back-lit sign boxes shall not be permitted. Back-lit signs that illuminate only text and logo, and have an opaque background, shall be permitted;

(b) Signs that incorporate Halo Lighting or a LED back-lighting that illuminates individual letters shall be permitted;

(c) Light sources or fixtures shall be compatible with the character of the building upon which they're attached;

(d) Light sources or fixtures shall be positioned directly above, below, or to the side of the sign that it illuminates. Lighting shall be shielded or directed onto the sign so that it does not shine onto the street or adjacent properties;

(e) Lighting may instead be provided from a light source / fixture that illuminates the sign face; and

(f) Light sources shall not extend more than 0.6 m from the building wall upon which they are attached.

9.23 EXEMPTIONS TO SIGN REGULATIONS

.1 Heritage Board shall make a recommendation to Council on sign permit applications for Heritage Designated Properties that do not adhere to the sign design criteria and/or the placement of the sign, but not allow an increase in permitted sign face area.

.2 Planning Board shall review applications and make a formal recommendation to Council for applications:

(a) For off-premise signs for special events where there is a request to erect signs that exceed the maximum duration;

(b) For off-premise signs for special events where there is a request to erect signs on an annual basis; and

(c) For off-premise electronic signs.

PART 10
RN - Neighbourhood

10.1 INTENT

The RN Zone is intended to permit single-detached and semi-detached dwellings up to 4 units per lot (with conditions) and complementary forms of uses that maintain community residential character (accessory dwelling uses, home occupations, home daycare, etc.).

10.2 RE-ZONING

.1 Rezoning from RN to RM may be considered where the policies of the Official Plan can be demonstrated, otherwise, rezonings are not permitted in the RN Zone.

10.3 PERMITTED USES

.1 The following uses are permitted in the RN Zone:

(a) Government Office
(b) Library
(c) Semi-detached Dwelling
(d) Single Detached Dwelling

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	min. 318 m² for detached dwelling, 240 m² for semi-detached dwelling
(b) Frontage	min. 10.6 m, 8 m for semi-detached dwelling
(c) Front Yard Setback	min. 6 m
(d) Flankage Yard Setback	min. 4 m
(e) Side Yard Setback	min. 1.8 m, 0 m for the shared wall of a semi-detached dwelling
(f) Rear Yard Setback	min. 6 m
(g) Coverage	max. 40%

.3 Existing lots with frontage greater than 18 m shall not be subdivided except with an approved variance.

10.4 PERMITTED WITH CONDITIONS

.1 Accessory Dwelling Unit (ADU) permissions:

(a) One or two attached ADUs may be permitted if the conditions in Section 4.6 can be met.

(b) One rear-yard or side-yard detached ADU may be permitted if the conditions in Section 4.7 can be met.

(c) Notwithstanding Sections 10.3.1, 10.4.1(a), 4.6.2 and 4.6.3, a designated heritage building on a lot with an area exceeding 600 m^2 permit up to 6 attached ADUs, subject to the following requirements:

i) the conversion is authorized through a Heritage Permit issued in accordance with the Heritage Preservation Bylaw;

ii) the dwelling units are located within the existing heritage building, except for an addition expressly approved through the Heritage Permit process;

iii) the development complies with applicable building, fire, water and sewer requirements;

iv) parking is provided in accordance with Part 8;

v) no additional attached or detached accessory dwelling unit or secondary suite is permitted on the lot;

vi) any short-term rental use complies with Section 4.11 and is limited to no more than 1 dwelling unit on the lot; and

vii) all other applicable requirements of this bylaw are satisfied.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Home occupations are permitted if Section 4.9 requirements are met.

.4 Home daycare uses are permitted if Section 4.10 requirements are met.

.5 Tourist accommodations are permitted if Section 4.11 requirements are met.

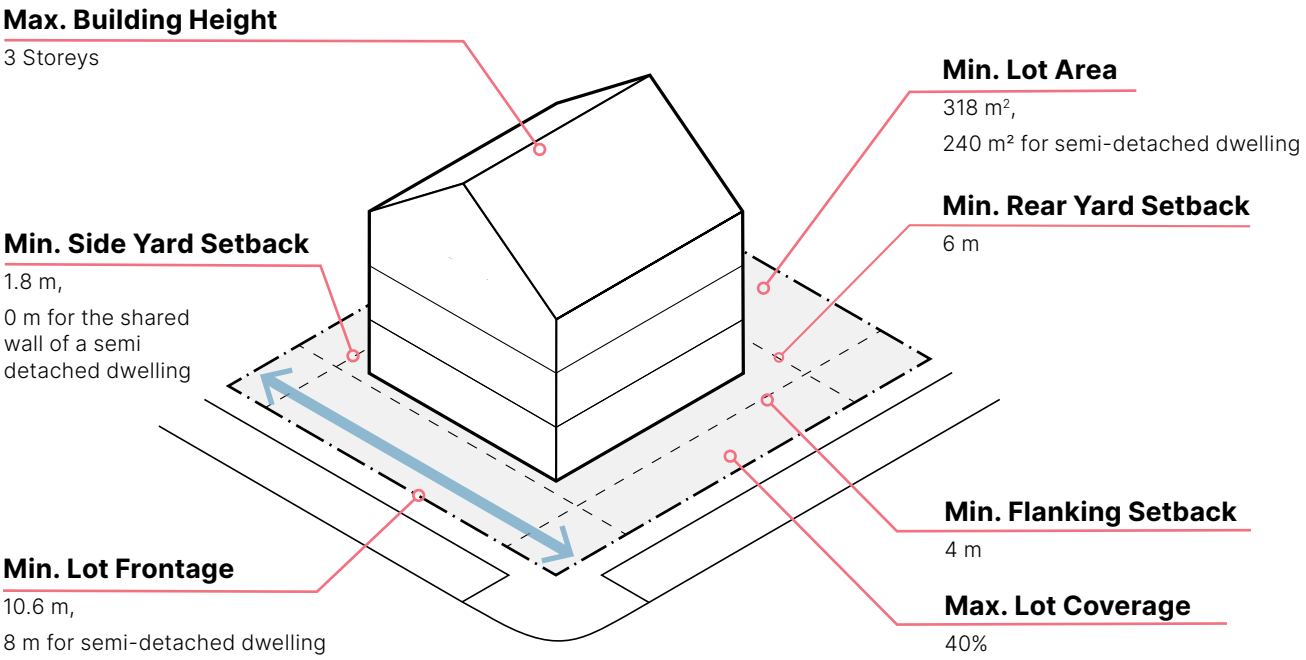


Figure 10.1 RN Zone Built Form Standards

.6 Notwithstanding Section 10.3.1, manufactured housing uses are permitted in the areas shown in Schedule 10.1 provided that the following requirements are met:

(a) Lot Area	min. 465 m² interior lot, 540 m² for corner lot
(b) Frontage	min. 12 m for interior lots, 15 m for corner lots
(c) Front Yard Setback	min. 6 m
(d) Flankage Yard Setback	min. 4 m
(e) Side Yard Setback	min. 1.8 m
(f) Rear Yard Setback	min. 4.5 m
(g) Coverage	max. 40%

.7 Neighbourhood local commercial is permitted in the RN Zone along any collector or arterial road as identified in Schedule C up to a gross floor area of 120 m^2 and by meeting the following requirements:

(a) Three dedicated off-street automobile parking spaces and 2 class B biking parking spaces;

(b) A minimum 1.5 m wide hard surface sidewalk linking the front entry of the store with the parking area; and

(c) A landscape buffer 2 m wide shall be constructed which includes an opaque fence no less than 1.8 m high along all properties that directly abut the commercial use or any associated parking.

10.5 BUILT FORM REQUIREMENTS

.1 One building per lot is permitted.

.2 The maximum building height for the RN Zone is 3 storeys.

.3 Any garage (attached or detached) shall not project any closer to the streetline than the longest wall of the attached main dwelling that faces the same streetline.

.4 Attached garages shall not exceed 50% of the primary building's frontage on any streetline to a maximum of 6 m in total.

.5 Developers are encouraged to use materials and styles consistent with existing neighbourhood character.

.6 To discourage excessive repetition of identical home designs within the same street block the following requirements must be met:

(a) New residential development shall exhibit a variety of building designs along each block to reinforce individual identity and neighbourhood character.

(b) The same dwelling design, including mirrored variations, shall not appear more than twice within any street block.

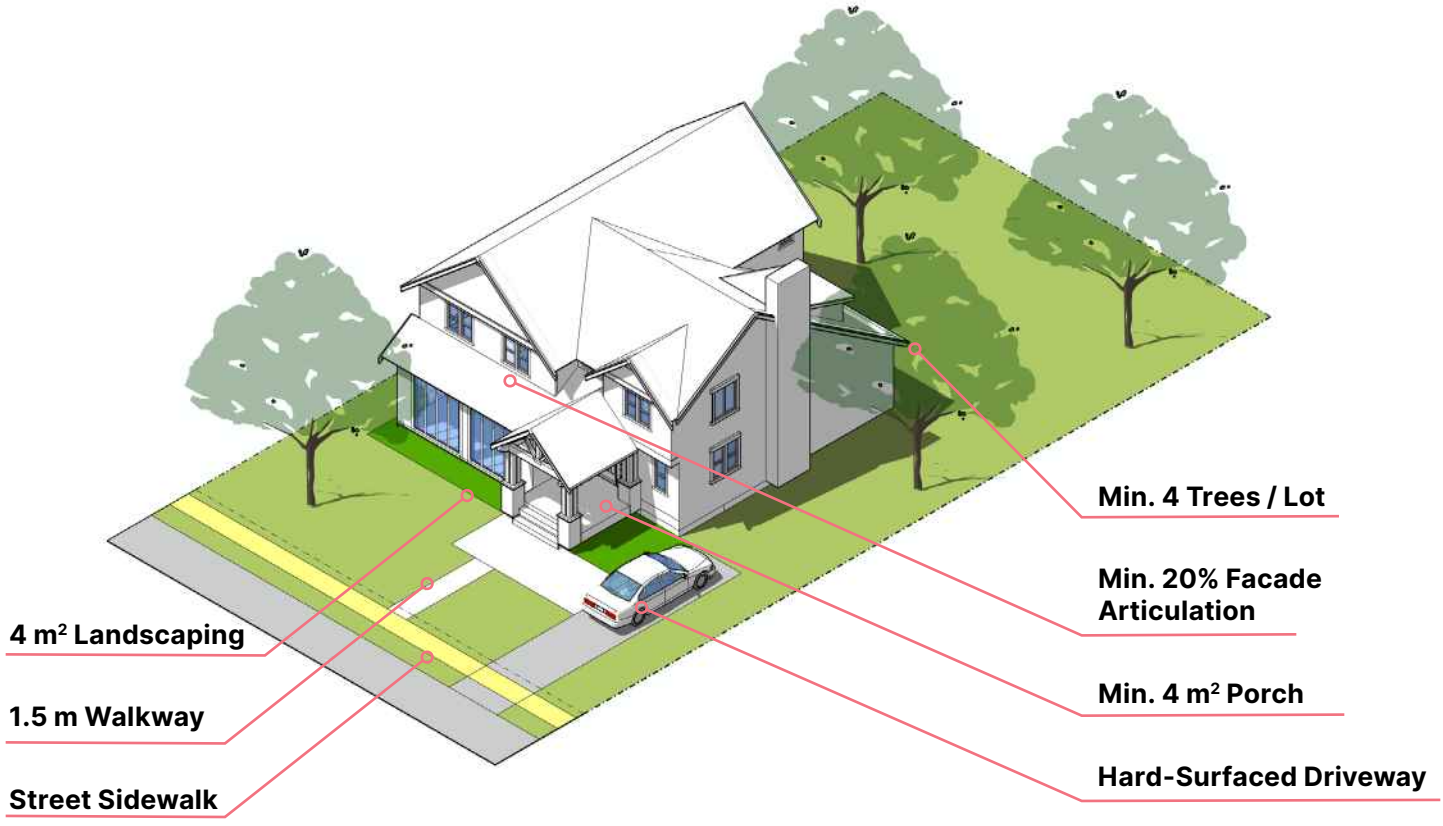
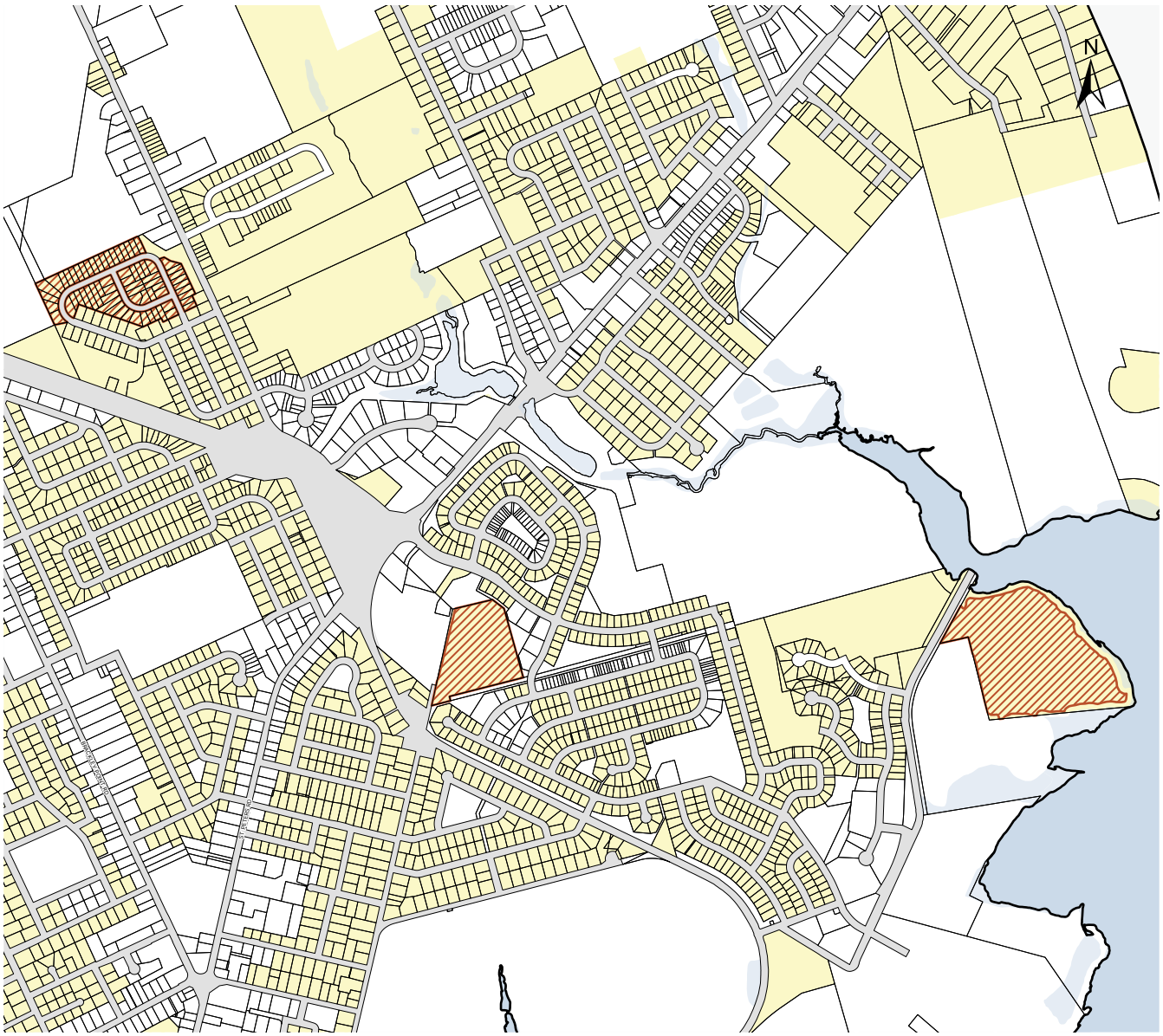


Figure 10.2 Typical RN Zone Landscape Requirements



Schedule 10.1 Manufactured Homes Schedule

Manufactured Homes Permitted in accordance with Section 10.4.5

(c) Developments proposing repeated models shall vary at least two of the following elements between dwellings:
  i) Exterior cladding material;
  ii) Roof form or pitch;
  iii) Porch or entry design;
  iv) Window placement; or
  v) Garage placement and style

(d) The Development Officer may approve alternative approaches that achieve an equivalent degree of architectural diversity.

.7 To enhance streetscape interest and avoid flat wall surfaces, all street-facing facades shall include horizontal or vertical modulation of at least 150 mm in depth across no less than 20% of the facade area.

.8 At least 4 m^2 of front porch (covered or uncovered) is required for every street facing facade.

10.6 LANDSCAPE REQUIREMENTS

.1 All disturbed surfaces shall be seeded, sodded or hydroseeded with grass or meadow mixture or restored to natural condition. Seeding mixes must not include PEI invasive species.

.2 All driveways shall be hard-surfaced with asphalt, concrete or unit pavers. Loose gravel or soil is not permitted.

.3 Parking in the front yard is only permitted on hard-surfaced driveways or parking spots.

.4 No more than 40% of the front yard area can be driveway or parking spaces.

.5 No less than 4 (min. 2 m high) trees shall be planted on each lot or 1 per manufactured home for units in Schedule 10.1 areas.

.6 No less than 4 m^2 of shrub beds shall be planted in the front yard consisting of shrubs, annuals or perennials.

.7 Where manufactured housing directly abuts the property line of any other housing type in the RN Zone, a landscape buffer consisting of a minimum 1.8 m high opaque fence, and 1 tree (min. 2 m high) for every 8 m of abutting side or rear yard shall be installed.

PART 11
RM - Medium Density Residential

11.1 INTENT

The RM Zone is intended to accommodate a range of medium density dwelling types that allow for gentle densification in suitable locations with developments of up to three storeys.

11.2 RE-ZONING

.1 Rezonings are not permitted in the RM Zone.

.2 Notwithstanding 11.2.1, rezoning from RM to RH may be considered where the lot fronts a Collector Road and the rezoning request aligns with the policies of the Official Plan.

11.3 PERMITTED USES

.1 The following uses are permitted in the RM Zone:

(a) Cluster Housing
(b) Duplex Dwelling
(c) Government Office
(d) Library
(e) Lodging House
(f) Mini-home Dwelling
(g) Modular Dwelling
(h) Multi-unit Dwelling
(i) Recreation or Fitness Centre (indoors)
(j) Semi-detached Dwelling
(k) Seniors Housing
(l) Single Detached Dwelling
(m) Townhouse Dwelling

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	min. 230 m² multi-unit dwelling, 165 m² for a semi-detached dwelling or townhouse
(b) Frontage	min. 8 m for semi-detached dwelling, 10 m for duplex or single detached dwellings, 5 m for townhouse 20 m for multi-unit dwellings or cluster townhouse condominiums
(c) Front Yard Setback	min. 6 m
(d) Flankage Yard Setback	min. 6 m
(e) Side Yard Setback	min. 0 m shared*, 2 m for duplex or semi-detached dwelling, 3 m for end townhouse or cluster, 6 m for multi-unit dwelling
(f) Rear Yard Setback	min. 6 m
(g) Coverage	max. 50%, 60% if half the parking is located underground

* 'shared' includes the shared walls of a townhouse or semi.

.3 Cluster housing is permitted provided that the following lot requirements are met:

(a) Coverage	max. 60%
(b) Footprint / building	max. 90 m²
(c) Density	min. one unit per 75 m² of lot area
(d) Units	max. 8 units per cluster
(e) Separation between units	min. 3 m
(f) Central garden area	min. 25 m² / unit

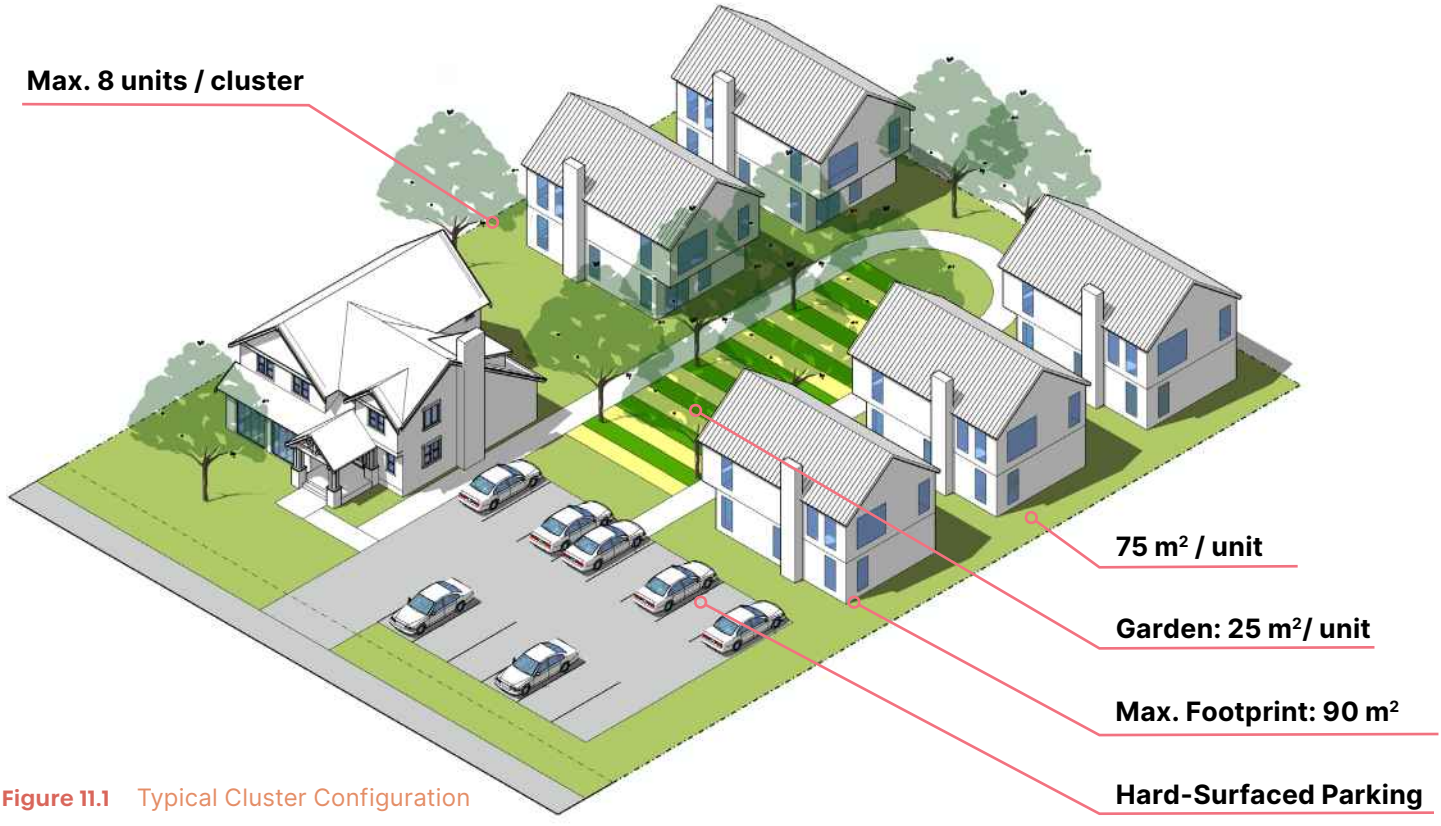


Figure 11.1 Typical Cluster Configuration

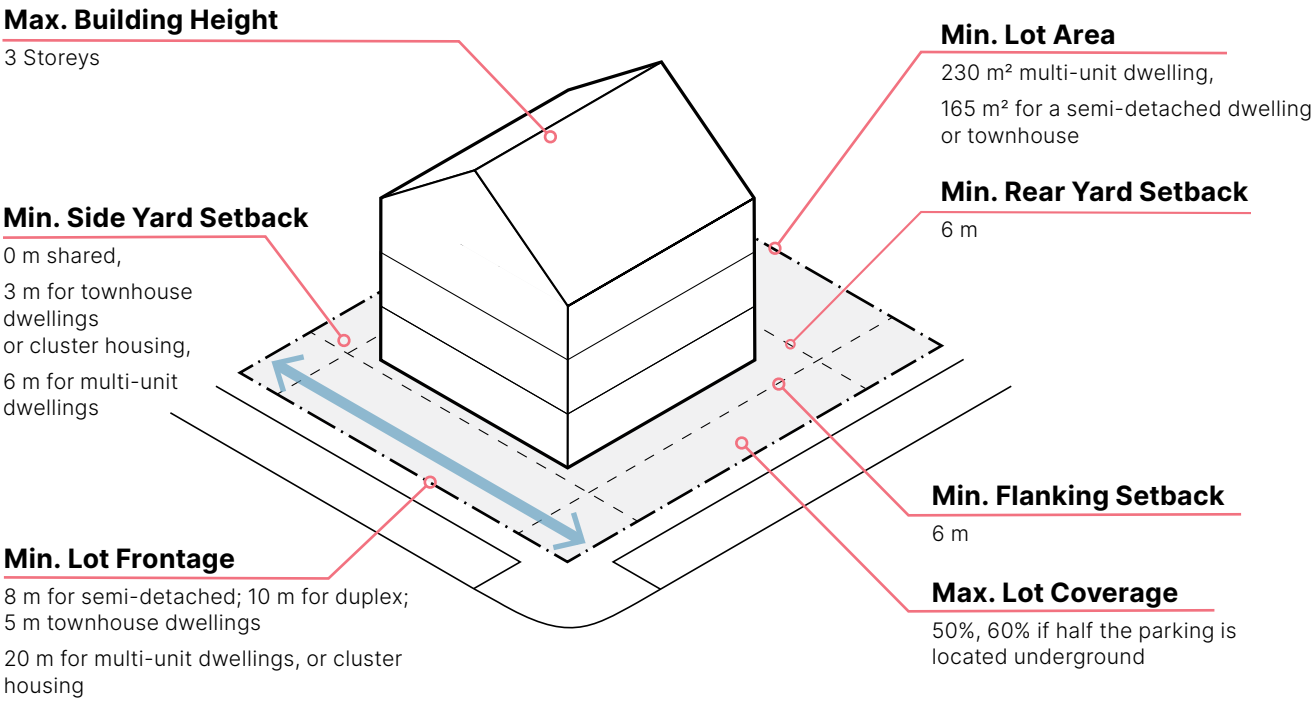


Figure 11.2 RM Zone Built Form Standards

11.4 PERMITTED WITH CONDITIONS

.1 One rear-yard or side-yard detached ADU per lot may be permitted if the conditions in Sections 4.7 can be met.

.2 One attached ADU may be permitted if the conditions in Section 4.6 can be met.

.3 Flag lots are permitted with no less than 4 m frontage as long as all other site and building requirements are met in Section 11.3.2 for both the flaglot and main lot.

.4 Permitted encroachments into the setbacks are listed in Table 3.2.

.5 Home occupations are permitted if Section 4.9 requirements are met.

.6 Home daycare uses are permitted if Section 4.10 requirements are met.

.7 Tourist accommodations are permitted if Section 4.11 requirements are met.

.8 Neighbourhood local commercial is permitted in the RM Zone along any collector or arterial road as identified in Schedule C up to a gross floor area of 120 m^2 and by meeting the following requirements:

(a) Three dedicated off-street automobile parking spaces and 2 Class B biking parking spaces;

(b) A minimum 1.5 m wide hard surface sidewalk linking the front entry of the store with the parking area; and

(c) A landscape buffer 2 m wide shall be constructed which includes an opaque fence no less than 1.8 m high along all properties that directly abut the commercial use or any associated parking.

11.5 BUILT FORM REQUIREMENTS

.1 One primary building per lot is permitted with the exception of cluster housing.

.2 The maximum building height for the RM Zone is 3 storeys.

.3 Any garage (attached or detached) shall not project any closer to the streetline than the longest wall of the attached main dwelling that faces the same streetline.

.4 Garage doors shall not exceed 50% of the primary building frontage on any streetline to a maximum of 7 m in total.



Figure 11.3 Townhouse Configuration Perpendicular to the Street

.5 Developers are encouraged to use materials and styles consistent with existing neighbourhood character.

.6 All street-facing façades shall provide at least one horizontal or vertical façade articulation of no less than 150 mm for no less than 30% of the façade area.

.7 Townhouse clusters shall not exceed 6 consecutive units.

.8 Townhouses may be oriented perpendicular to the street as long as

(a) The building has frontage on a street and meets the fire code requirements;
(b) Provides a connected walkway from each door to the street;
(c) Parking is in the rear or side yard; and
(d) The building is located on one lot such that units are rental or condominium.

11.6 LANDSCAPE REQUIREMENTS

.1 All disturbed surfaces shall be seeded, sodded or hydroseeded with grass or meadow mixture or restored to natural condition. Seeding mixes must not include PEI invasive species.

.2 All driveways shall be hard-surfaced with asphalt, concrete or unit pavers. Loose gravel or soil is not permitted.

.3 Parking in the front yard is only permitted on hard-surfaced driveways or parking spots with no more than 1 car per driveway.

.4 No more than 40% of the front yard area can be driveway or parking spaces.

.5 A minimum 1.5 m wide hard-surfaced pathway shall link the driveway to the front door of every ground floor unit.

.6 No less than 1 (min. 2 m high) tree shall be planted on each lot or 0.5 trees per unit, whichever is greater. Decimals shall be rounded up.

.7 No less than 3 m² of shrub beds shall be planted per ground floor unit consisting of shrubs, annuals or perennials.

.8 Each grade-related unit shall provide no less than 4 m² of private outdoor amenity space (patio, balcony, rooftop deck, or small yard) to ensure resident comfort and privacy.

PART 12
RH - High Order Residential

12.1 INTENT

The RH Zone is intended to apply to select areas within 800 metres of the University of Prince Edward Island, Holland College and the Queen Elizabeth Hospital allowing for multi-unit dwelling of up to four storeys without any density maximums.

12.2 RE-ZONING

.1 Rezonings are not permitted in the RH Zone.

.2 Notwithstanding 12.2.1, rezoning from RH to GC or GN may be considered where the rezoning request aligns with the policies of the Official Plan.

12.3 PERMITTED USES

.1 The following uses are permitted in the RH Zone:

(a) Cluster Housing
(b) Government Office
(c) Library
(d) Lodging House
(e) Multi-unit Dwelling
(f) Recreation or Fitness Centre (indoors)
(g) Seniors Housing

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	min. 1,100 m^2
(b) Frontage	min. 20 m for multi
(c) Front Yard Setback	min. 6 m
(d) Flankage Yard Setback	min. 6 m
(e) Side Yard Setback	min. 3 m for cluster, 6 m for multi
(f) Rear Yard Setback	min. 6 m
(g) Coverage	max. 50%, 60% if half or more the parking is underground

.3 Cluster housing permits more than one building per lot provided that the following requirements are met:

(a) Coverage	max. 60%
(b) Footprint / building	max. 800 m^2
(c) Buildings	max. 4 buildings per cluster per lot
(d) Separation between units	min. 6 m
(e) Central garden area	min. 35 m^2 / building

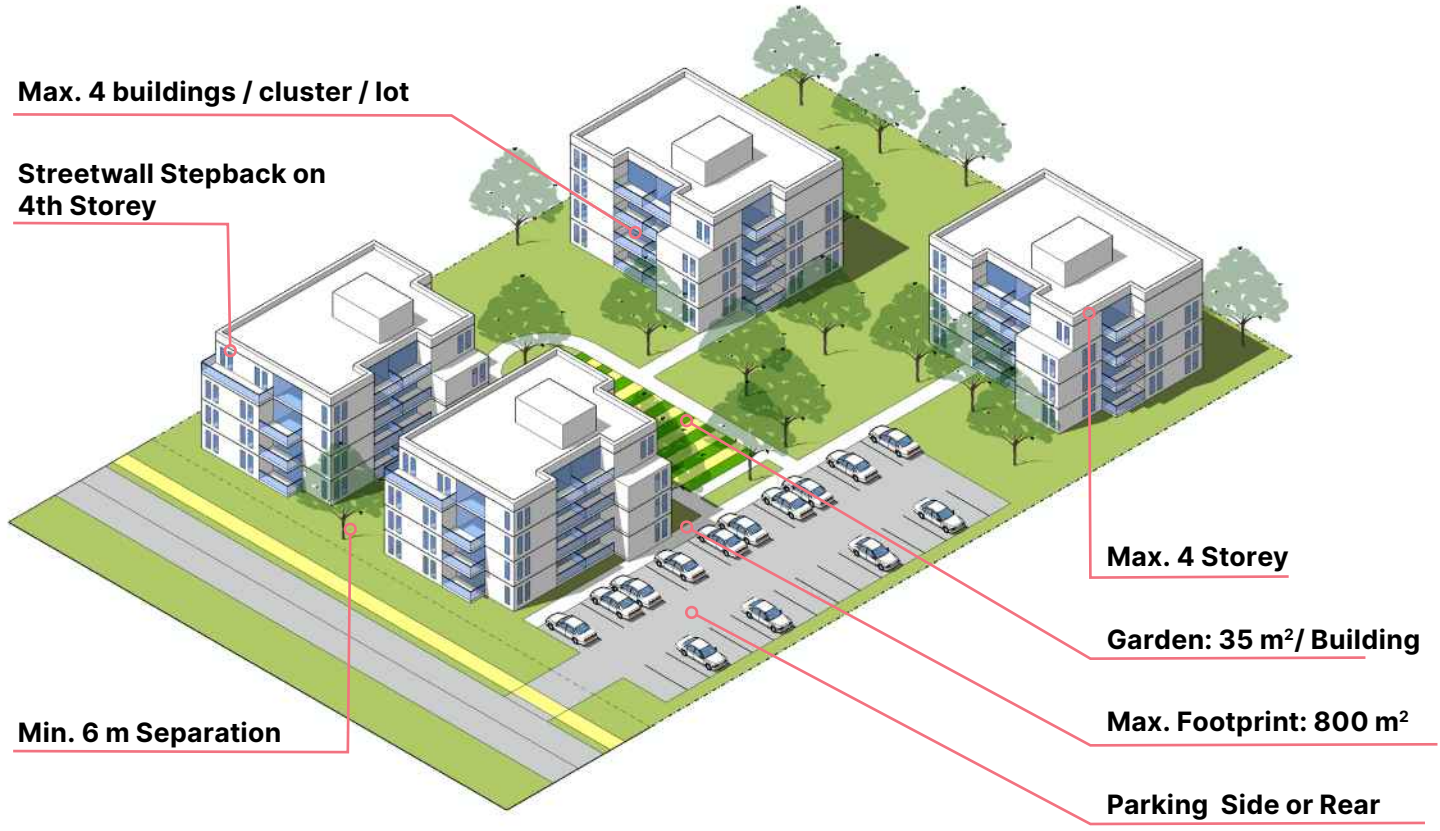


Figure 12.1 Cluster Housing Configuration - Multi-unit Dwellings

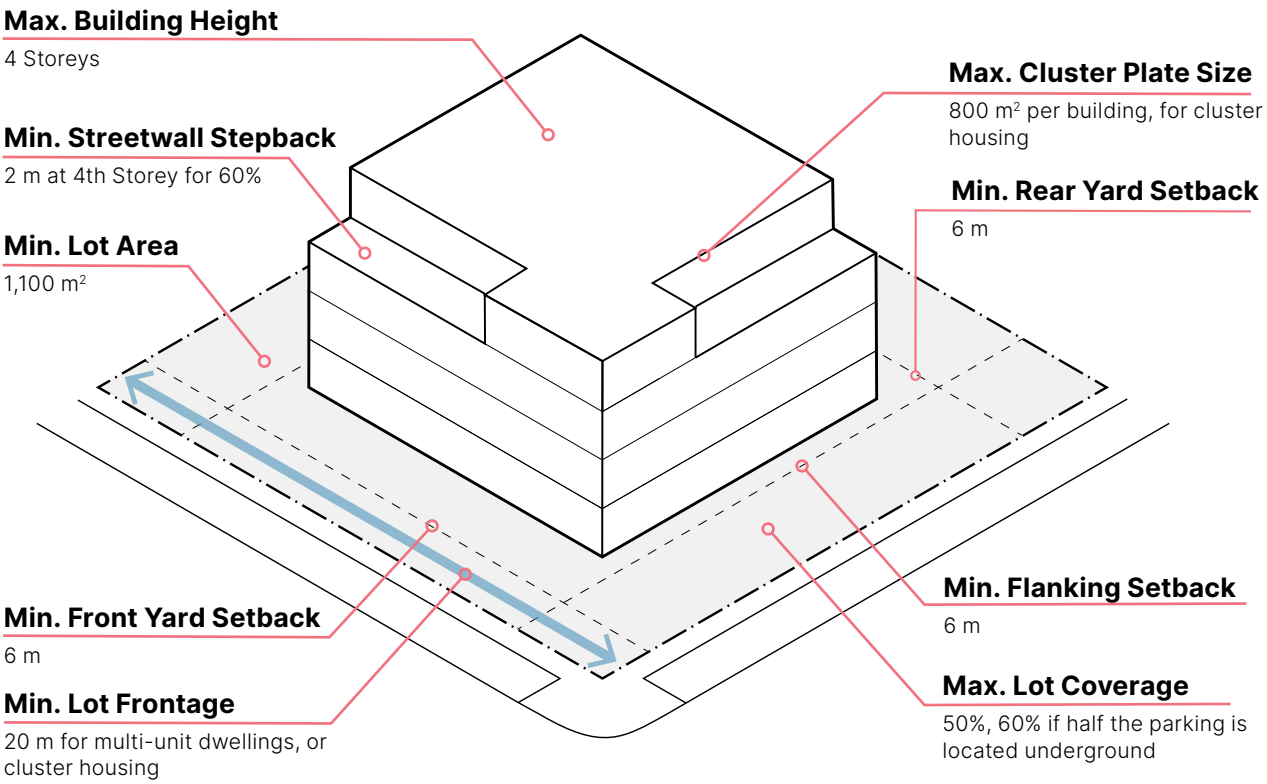


Figure 12.2 RH Zone Built Form Standards

12.4 PERMITTED WITH CONDITIONS

.1 Flag lots are permitted with no less than 6 m frontage as long as all other site and building requirements are met in Section 12.3.2 for both the flaglot and main lot.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Home occupations are permitted if Section 4.9 requirements are met.

.4 Tourist accommodations are permitted if Section 4.11 requirements are met.

.5 Neighbourhood local commercial is permitted in the RH Zone along any collector or arterial road as identified in Schedule C up to a gross floor area of 120 m² and by meeting the following requirements:

(a) Three dedicated off-street automobile parking spaces and 2 Class B biking parking spaces;

(b) A minimum 1.5 m wide hard surface sidewalk linking the front entry of the store with the parking area; and

(c) A landscape buffer 2 m wide shall be constructed which includes an opaque fence no less than 1.8 m high along all properties that directly abut the commercial use or any associated parking.

12.5 BUILT FORM REQUIREMENTS

.1 One building per lot is permitted with the exception of cluster housing.

.2 The maximum building height for the RH Zone is 4 storeys.

.3 A minimum streetwall stepback of 2 m is required above the 3rd storey. The stepback may be less than the minimum requirement for up to 40% of the streetwall.

.4 Any garage (attached or detached) shall not project any closer to the streetline than the longest wall of the attached main dwelling that faces the same streetline.

.5 Garages shall not exceed 50% of the primary building frontage on any streetline to a maximum of 6 m in total.

.6 All street-facing façades shall provide at least one horizontal or vertical façade articulation of no less than 300 mm for no less than 30% of the façade area.

.7 Townhouse clusters shall not exceed 6

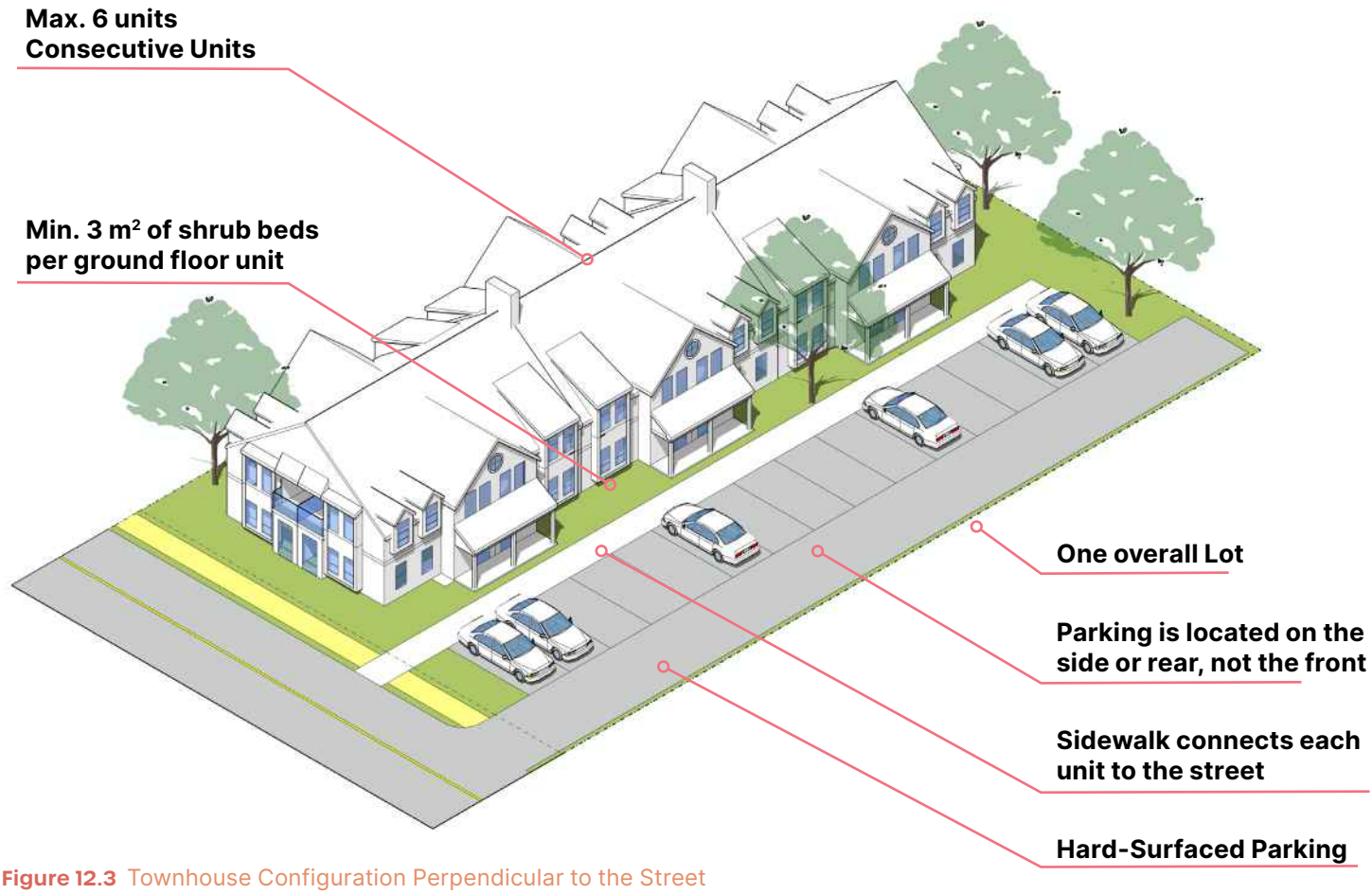


Figure 12.3 Townhouse Configuration Perpendicular to the Street

consecutive units.

.8 Townhouses may be oriented perpendicular to the street as long as

(a) The building has frontage on a street and meets the fire code requirements;
(b) Provides a connected walkway from each door to the street;
(c) Parking is in the rear or side yard; and
(d) The building is located on one lot such that units are rental or condominium

.9 The amenity requirements in Section 3.13 shall be followed.

.10 For multi-unit buildings, each grade-related unit shall include a patio door.

12.6 LANDSCAPE REQUIREMENTS

.1 All driveways shall be hard-surfaced with asphalt, concrete or unit pavers. Loose gravel or soil is not permitted.

.2 Parking in the front yard is only permitted on hard-surfaced driveways or parking spots with no more than 1 car per driveway.

.3 No more than 40% of the front yard area can be driveway or parking spaces.

.4 A minimum 2 m wide hard-surfaced pathway shall link the parking lot to the front door of every building.

.5 No less than 2 (minimum 2 m high) tree shall be planted on each lot or 0.5 trees per unit, whichever is greater. Decimals shall be rounded up.

.6 No less than 3 m² of shrub beds shall be planted per ground floor unit consisting of shrubs, annuals or perennials.

.7 All disturbed surfaces shall be seeded, sodded or hydroseeded with grass or meadow mixture or restored to natural condition. Seeding mixes must not include PEI invasive species.

.8 Each grade-related unit shall provide no less than 4 m² of private outdoor amenity space (patio, balcony, rooftop deck, or small yard) to ensure resident comfort and privacy.

PART 13
DC - Downtown Core

13.1 INTENT

The DC Zone is celebrated as the historic heart of Charlottetown's downtown core. With a small lot fabric and small block scale compared to other more modern downtowns, the Downtown Core sits at the northwestern gateway to Province House and links to the waterfront via Queen Street. The area supports several large new developments that are sympathetic to the city's rich history and the need to project the City as a modern hub in Atlantic Canada.

13.2 RE-ZONING

.1 Rezoning to another zone is not permitted in the DC Zone

13.3 PERMITTED USES

.1 The following uses are permitted in the DC Zone:

(a) Commercial Daycare Centre
(b) Community Care Facility
(c) Community Institutional
(d) Convenience Store
(e) Converted Dwelling
(f) Cultural Establishment
(g) Eating and Drinking Establishment
(h) Educational Institution
(i) Entertainment Establishment
(j) Fire Station
(k) Funeral Establishment
(l) Government Office
(m) Grocery Store
(n) Hostel / Hotel
(o) Library
(p) Lodging House
(q) Medical, Health and Dental Office
(r) Multi-unit Dwelling
(s) Office

(t) Personal Service Shop
(u) Police Station
(v) Recreation or Fitness Centre (indoors)
(w) Retail Store
(x) Service Repair Establishment
(y) Shopping Centre
(z) Theatre
(aa) Veterinary Services

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	N/A
(b) Frontage	min. 7.6 m
(c) Front Yard Setback	min. 0 m max. 2 m the front yard setback may be greater than the max. for up to 20% of the streetline
(d) Flankage Yard Setback	min. 0 m max. 2 m the flankage yard setback may be greater than the max. for up to 20% of the streetline
(e) Side Yard Setback	min. 0 m
(f) Rear Yard Setback	min. 0 m when abutting DC, otherwise 6 m
(g) Coverage	max. 100%

13.4 PERMITTED WITH CONDITIONS

.1 Encroachments into the public street right-of-way for decks, signage, public art, and architectural features above 3 m from grade at the streetline may be considered by Planning Board.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Tourist accommodations are permitted if Section 4.11 requirements are met.

13.5 BUILT FORM REQUIREMENTS

.1 One building per lot is permitted with the exception of cluster housing.

.2 The minimum building height shall be 3 storeys.

.3 The maximum building height shall be the height shown in schedule B.

.4 The maximum streetwall height shall be:

(a) 4 storeys for all buildings that exceed 4 storeys in height; and
(b) 5 storeys for all buildings that are equal to or exceed 8 storeys in height.

.5 The minimum streetwall stepback shall be:

(a) 2 m for all buildings that exceed 4 storeys in height; and
(b) 3 m for all buildings that are equal to or exceed 8 storeys in height.

.6 The streetwall stepback may be less than the minimum requirement for up to 30% of the width of the building facing the

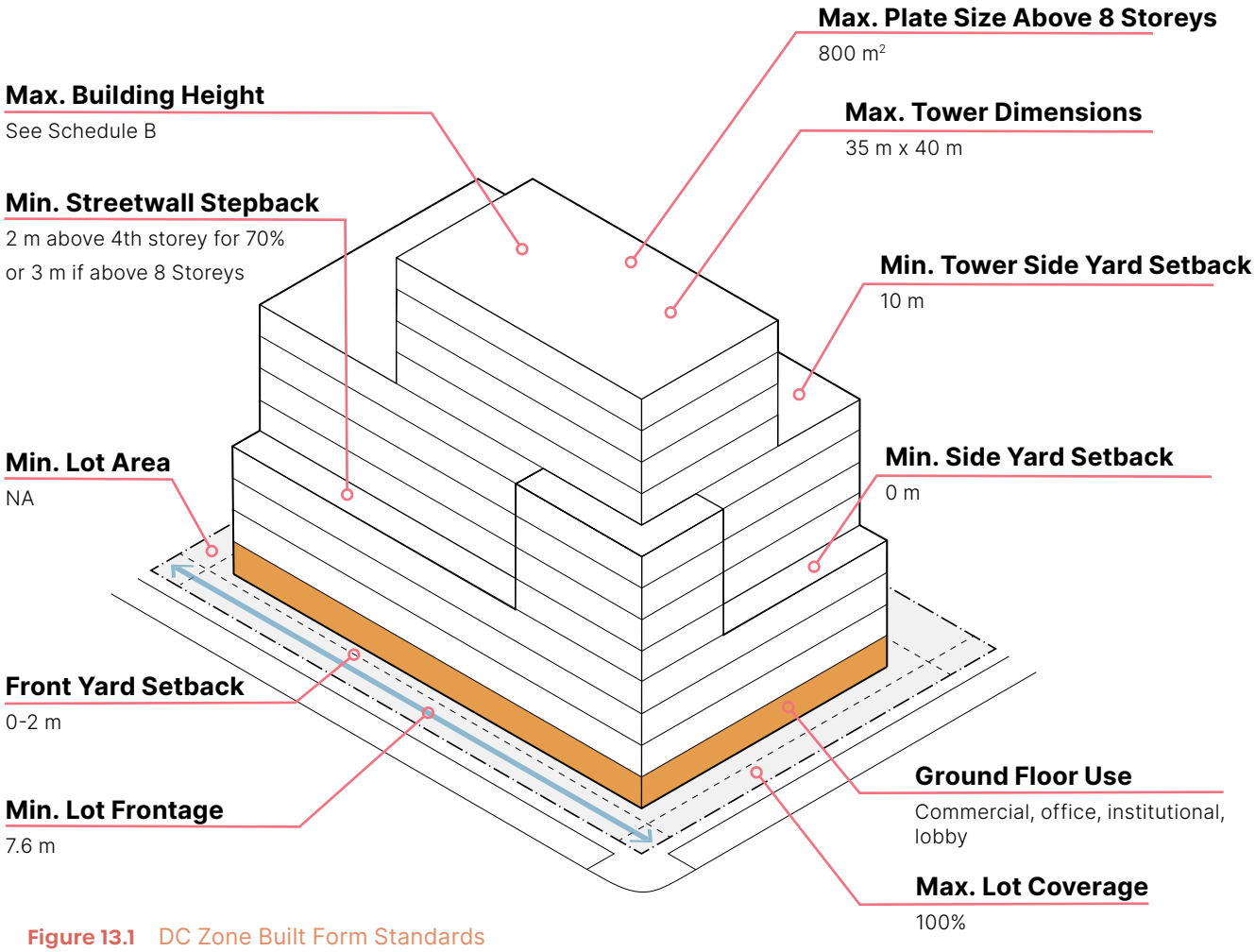


Figure 13.1 DC Zone Built Form Standards

streetline.

.7 Any portion of a tower above 8 storeys in height shall have a minimum required side yard stepback of 10 m.

.8 Above 8 storeys, the maximum floor plate area shall be 800 m² and the maximum tower dimensions shall be 35 m x 40 m.

.9 The minimum ground floor height shall not be less than 4 m in height and shall be no more than 1.5 m above or below the streetline grade. Registered heritage properties shall maintain their ground floor height.

.10 Ground floor uses in the DC Zone are reserved for active uses like retail, offices, institutional uses, and lobbies, and are restricted from uses such as:

(a) Parking (unless placed no less than 12 m behind an active ground floor use); and

(b) Grade-related residential dwellings (except residential lobbies) unless placed no less than 10 m behind an active ground floor use.

.11 A streetwall frontage shall extend the full width of any streetline unless an at-grade plaza or a mid-block pedestrian connection is provided or if an existing heritage façade is preserved which is less than the full width.

.12 Cantilevered or recessed portions within any streetwall that have a depth of 2 m or

greater shall not exceed 30% of the width of the streetwall.

.13 Parking garage entries are permitted if they are less than 40% of the frontage.

.14 Parking garage doors shall be set back no less than 3 m from the front lot line.

.15 The maximum front or flanking setback requirement in Section 13.3.3 may be exceeded, if an at-grade open space, such as a plaza, is located between a front or flanking lot line and a primary building provided the setback is not exceeded by more than 30% of the façade.

.16 The amenity requirements in Section 3.13 shall be followed.

.17 For multi-unit dwellings, each grade-related unit shall include a patio door.

13.6 LANDSCAPE REQUIREMENTS

.1 Parking is not permitted between the building and the street.

.2 All entries and exits shall be constructed of high quality landscape materials including natural stone or unit pavers. Cast in place concrete is only permitted for garage entries.

.3 Sidewalk patios may be permitted following the requirements of the Patio Bylaw.

.4 All disturbed surfaces shall be sodded or hard-surfaced.

.5 All buildings exceeding 4 storeys with a flat roof shall include a no less than 30% green roof coverage.

.6 See Sections 6.8 and 6.9

PART 14
DMS - Downtown Main Street

14.1 INTENT

The DMS Zone is located in the Downtown Periphery area surrounding much of the downtown core. The area supports many of the downtown's ground floor commercial areas and pedestrian oriented streetscapes. The area supports a mix of commercial, office, small-scale accommodation uses, and upper floor residential uses.

14.2 RE-ZONING

.1 Rezoning to the DC, DMU, or DN Zone may be considered in the DMS Zone if the rezoning request aligns with the policies of the Official Plan.

14.3 PERMITTED USES

.1 The following uses are permitted in the DMS Zone:

(a) Commercial Daycare Centre
(b) Community Care Facility
(c) Community Institutional
(d) Convenience Store
(e) Converted Dwelling
(f) Cultural Establishment
(g) Eating and Drinking Establishment
(h) Educational Institution
(i) Entertainment Establishment
(j) Fire Station
(k) Funeral Establishment
(l) Government Office
(m) Grocery Store
(n) Hostel / Hotel
(o) Library
(p) Medical, Health and Dental Office
(q) Multi-unit Dwelling
(r) Office
(s) Personal Service Shop
(t) Police Station

(u) Recreation or Fitness Centre (indoors)
(v) Retail Store
(w) Service Repair Establishment
(x) Shopping Centre
(y) Theatre
(z) Veterinary Services

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	N/A
(b) Frontage	min. 7.6 m
(c) Front Yard Setback	min. 0 m max. 3 m the front yard setback may be greater than the max. for up to 20% of the streetline
(d) Flankage Yard Setback	min. 0 m max. 3 m the flankage yard setback may be greater than the max. for up to 50% of the streetline
(e) Side Yard Setback	min. 0 m
(f) Rear Yard Setback	min. 3 m when abutting DC or DMS, otherwise 6 m
(g) Coverage	max. 100%

14.4 PERMITTED WITH CONDITIONS

.1 Encroachments into the public street right-of-way for decks, signage, public art, and architectural features above 3 m from grade at the streetline may be considered by Planning Board.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Tourist accommodations are permitted if Section 4.11 requirements are met.

.4 Patios may be permitted following the requirements of the Patio Bylaw.

.5 Automobile service stations may be permitted by development agreement.

.6 Developments lower than 6 m in height may be permitted by development agreement.

14.5 BUILT FORM REQUIREMENTS

.1 One primary building per lot is permitted in the DMS Zone.

.2 The minimum building height shall be 2 storeys.

.3 The maximum building height shall be the height shown in schedule B for unregistered heritage properties.

.4 The maximum streetwall height shall be 3 storeys.

.5 The minimum streetwall stepback shall be 2.5 m.

.6 The streetwall stepback may be less than the minimum requirement for up to 30% of the width of the building facing the streetline.

.7 The maximum building dimension is 70 m.

.8 The minimum ground floor height shall not be less than 3.5 m in height and shall be no more than 1.5 m above or below the average streetline grade. Registered heritage

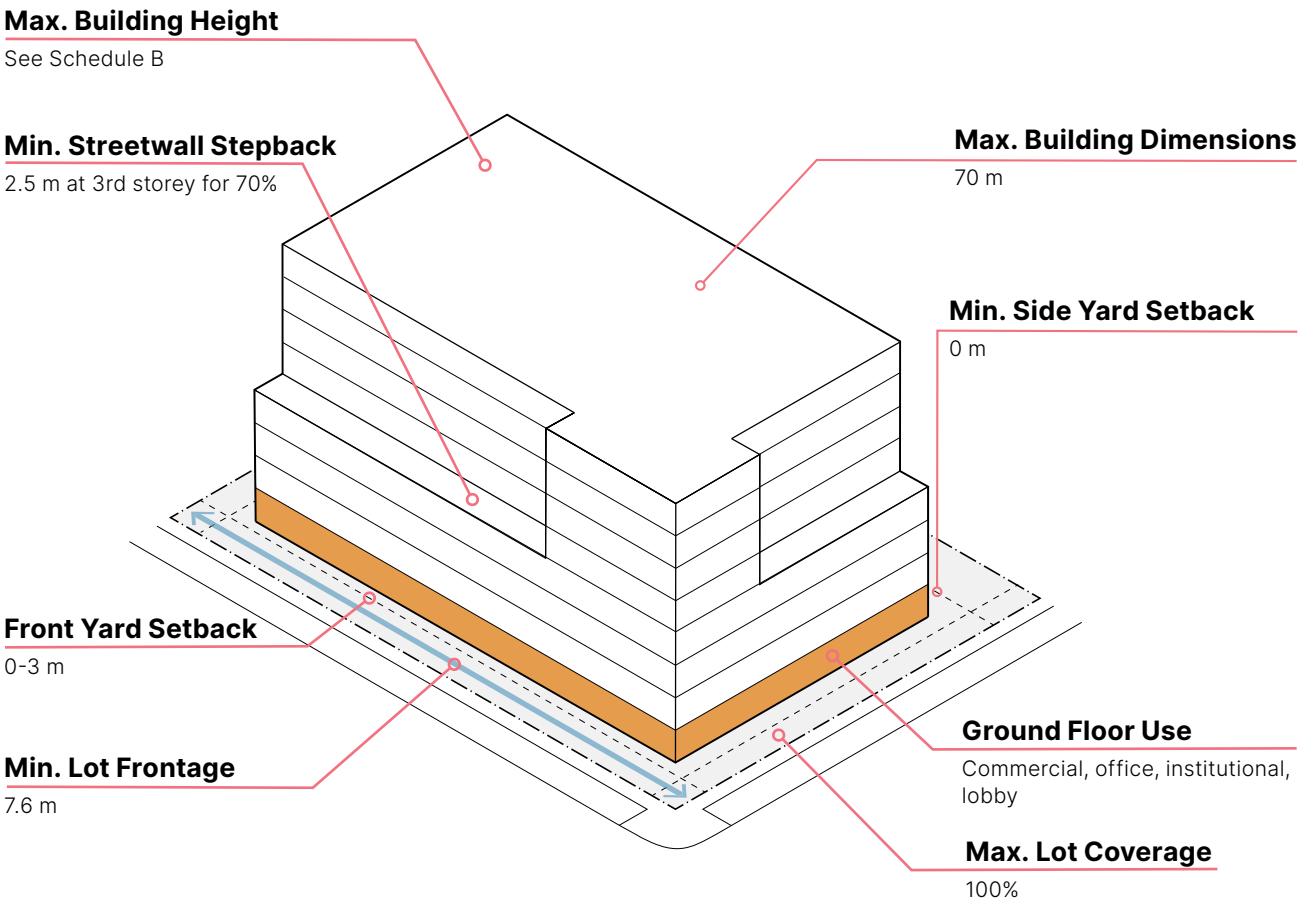


Figure 14.1 DMS Zone Built Form Standards

properties shall maintain their ground floor height.

.9 Ground floor uses in the DMS Zone are reserved for active uses like retail, offices, institutional uses, and lobbies, and are restricted from uses such as:

(a) No less than 50% of the ground floor area shall be used for commercial, office or institutional;

(b) Parking (unless placed no less than 12 m behind an active ground floor use); and

(c) Grade-related residential dwellings (except residential lobbies) unless placed no less than 10 m behind an active ground floor use.

.10 A streetwall frontage shall extend no less than 80% of the width of any streetline unless an at-grade plaza is or mid-block pedestrian connection is provided or if an existing heritage façade is preserved which is less than the full width.

.11 Cantilevered or recessed portions within any streetwall that have a depth of 2 m or greater shall not exceed 30% of the width of the streetwall.

.12 Parking garage entries are permitted if they are less than 40% of the frontage.

.13 Parking garage doors shall be set back no less than 3 m from the front lot line.

.14 The maximum front or flanking setback requirement of Section 14.3.2 may be exceeded:

(a) If an at-grade open space, such as a plaza, is located between a front or flanking lot line; and

(b) A primary building provided the setback is not exceeded by more than 30% of the façade.

.15 The amenity requirements in Section 3.13 shall be followed.

.16 For multi-unit dwellings, each grade-related unit shall include a patio door.

14.6 LANDSCAPE REQUIREMENTS

.1 See Sections 6.8 and 6.9

PART 15
DMU - Downtown Mixed Use

15.1 INTENT

The DMU Zone is located in the Downtown Periphery area surrounding much of the downtown core. The zone supports a compact mix of residential, commercial, office, and community-serving uses, while providing a transition in building scale between the Downtown Core and surrounding neighbourhoods. Ground floors are intended to accommodate active or flexible uses, with residential and compatible non-residential uses permitted on upper floors.

15.2 RE-ZONING

.1 Rezoning to the DN or DMS Zone may be considered in the DMU Zone if the rezoning request aligns with the policies of the Official Plan.

15.3 PERMITTED USES

.1 The following uses are permitted in the DMU Zone:

(a) Commercial Daycare Centre
(b) Community Care Facility
(c) Community Institutional
(d) Convenience Store
(e) Cultural Establishment
(f) Eating and Drinking Establishment
(g) Government Office
(h) Library
(i) Lodging House
(j) Medical, Health and Dental Office
(k) Multi-unit Dwellings
(l) Office
(m) Personal Service Shop
(n) Recreation or Fitness Centre (indoors)
(o) Retail Store
(p) Tourist Accommodation

.2 Uses permitted if not within 400 m of any Residential Neighbourhood Zone:

(a) Club

(b) Entertainment Establishment
(c) Grocery Store
(d) Hostel / Hotel
(e) Service Repair Establishment
(f) Shopping Centre
(g) Theatre
(h) Veterinary Services

.3 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	N/A
(b) Frontage	min. 7.6 m
(c) Front Yard Setback	min. 0 m max. 3 m the front yard setback may be greater than the max. for up to 40% of the streetline
(d) Flankage Yard Setback	min. 0 m max. 6 m the flankage yard setback may be greater than the max. for up to 50% of the streetline
(e) Side Yard Setback	min. 1.5 m
(f) Rear Yard Setback	min. 6 m
(g) Coverage	max. 80%

15.4 PERMITTED WITH CONDITIONS

.1 Encroachments into the public street right-of-way for decks, signage, public art, and architectural features above 3 m from grade at the streetline may be considered by Planning Board.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Tourist accommodations are permitted if Section 4.11 requirements are met.

.4 Patios may be permitted following the requirements of the Patio Bylaw.

.5 Developments lower than 6 m in height may be permitted by development agreement.

15.5 BUILT FORM REQUIREMENTS

.1 One building per lot is permitted.

.2 The minimum building height shall be 3 storeys.

.3 The maximum building height shall be 4 storeys.

.4 The maximum streetwall height shall be 3 storeys.

.5 The minimum streetwall stepback shall be 2.5 m.

.6 The streetwall stepback may be less than the minimum requirement for up to 30% of the width of the building facing the streetline.

.7 The maximum building dimension is 60 m.

.8 Ground floor uses in the DMU Zone may range from any mix of commercial, office, institutional and residential uses.

.9 Parking garage entries are permitted if they are less than 40% of the frontage.

.10 Parking garage doors shall be set back no less than 3 m from the front lot line.

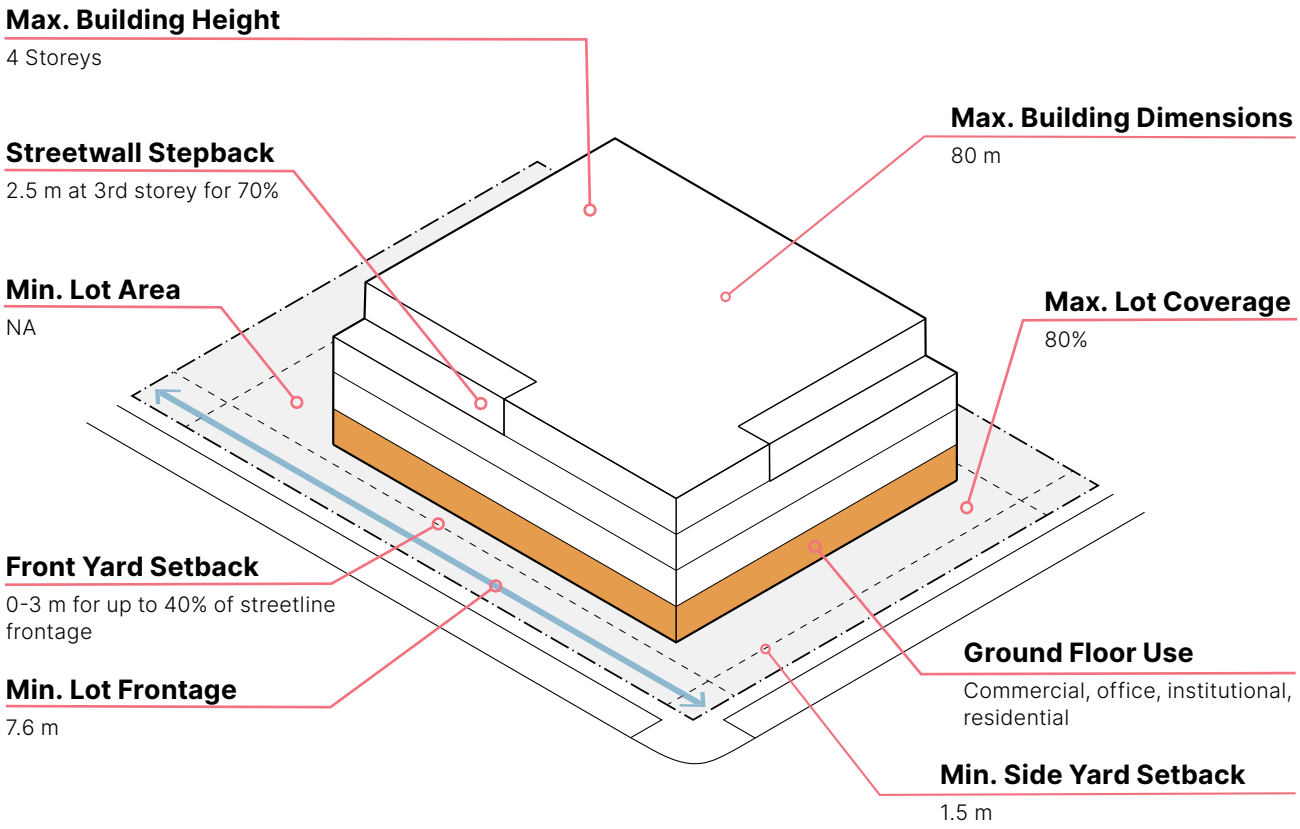


Figure 15.1 DMU Zone Built Form Standards

.11 For multi-unit buildings, each grade-related unit shall include a patio door.

15.6 LANDSCAPE REQUIREMENTS

.1 See Sections 6.8 and 6.9

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PART 16

DN - Downtown Neighbourhood

16.1 INTENT

The DN Zone includes many of the original '500 Lot Area' which are mostly residential in character in the Downtown periphery. Many of the narrow lots and small traditional homes still exist today maintaining the feel of the original town character at its founding. The zone also permits a range of semi, duplex, townhouse and small multi-unit buildings The maximum height is 3 storeys in this zone.

16.2 RE-ZONING

.1 Rezoning from DN to the DMU may be considered where the rezoning request aligns with the policies of the Official Plan.

16.3 PERMITTED USES

.1 The following uses are permitted in the DN Zone:

(a) Lodging House
(b) Medical, Health and Dental Office
(c) Multi-unit Dwelling
(d) Recreation or Fitness Centre (indoors)
(e) Semi-detached Dwelling
(f) Single Detached Dwelling
(g) Townhouse Dwelling

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	N/A
(b) Frontage	min. 10.6 m for any building type with 3 units or less, 6 m for a townhouse or semi-detached dwelling, 20 m for buildings with 4 or more units
(c) Front Yard Setback	min. 2.4 m max. 4.9 m or within the min. range of the existing buildings on the block
(d) Flankage Yard Setback	min. 2.4 m max. 4.9 m or within the min. range of the existing buildings on the block
(e) Side Yard Setback	min. 1.83 m, or equal to the side yard setback of the existing building on the abutting property, whichever is less
(f) Rear Yard Setback	min. 6 m or within the min. average of the existing buildings on the block
(g) Lot Coverage	max. 80%

16.4 PERMITTED WITH CONDITIONS

.1 Permitted encroachments into the setbacks are listed in Table 3.2.

.2 Tourist accommodations are permitted if Section 4.11 requirements are met.

.3 Neighbourhood convenience stores may be permitted if the following conditions can be met:

(a) The total store floor area is less than 150 $m^{2;}$

(b) There is parking for 2 cars either off-street on the same lot, or on-street within 100 m;

(c) Any exterior garbage bins or dumpsters are fenced with a minimum 1.8 m high opaque timber fence; and

(d) Where a neighbourhood convenience store or associated parking/loading area directly abuts a residential use, the owner shall provide and maintain a continuous fence no less than 1.8 m high consisting of a wood fencing or masonry wall.

.4 One rear-yard or side-yard detached ADU may be permitted if the conditions in Sections 4.7 can be met.

.5 Up to 2 Attached ADUs may be permitted if the conditions in Section 4.6 can be met.

16.5 BUILT FORM REQUIREMENTS

.1 One primary building per lot is permitted.

.2 The maximum building height shall be 3 storeys.

.3 The maximum building dimension is 60 m.

.4 The minimum Finished Floor Elevation (FFE) shall be 3.76 m CGVD2013.

.5 Attached garages are not permitted on the

front of units in the DN Zone unless set back no less than 2 m from the front façade.

.6 Townhouses shall have no more than 6 consecutive units in a continuous block.

.7 Whenever possible new homes should include porches, pitched roofs, and cladding to match the neighbourhood context whenever possible.

16.6 LANDSCAPE REQUIREMENTS

.1 See Sections 6.8 and 6.9

.2 Curb cuts shall accommodate single-car access and the single-car width of the driveway shall be maintained until the driveway extends beyond the front façade of the primary building.

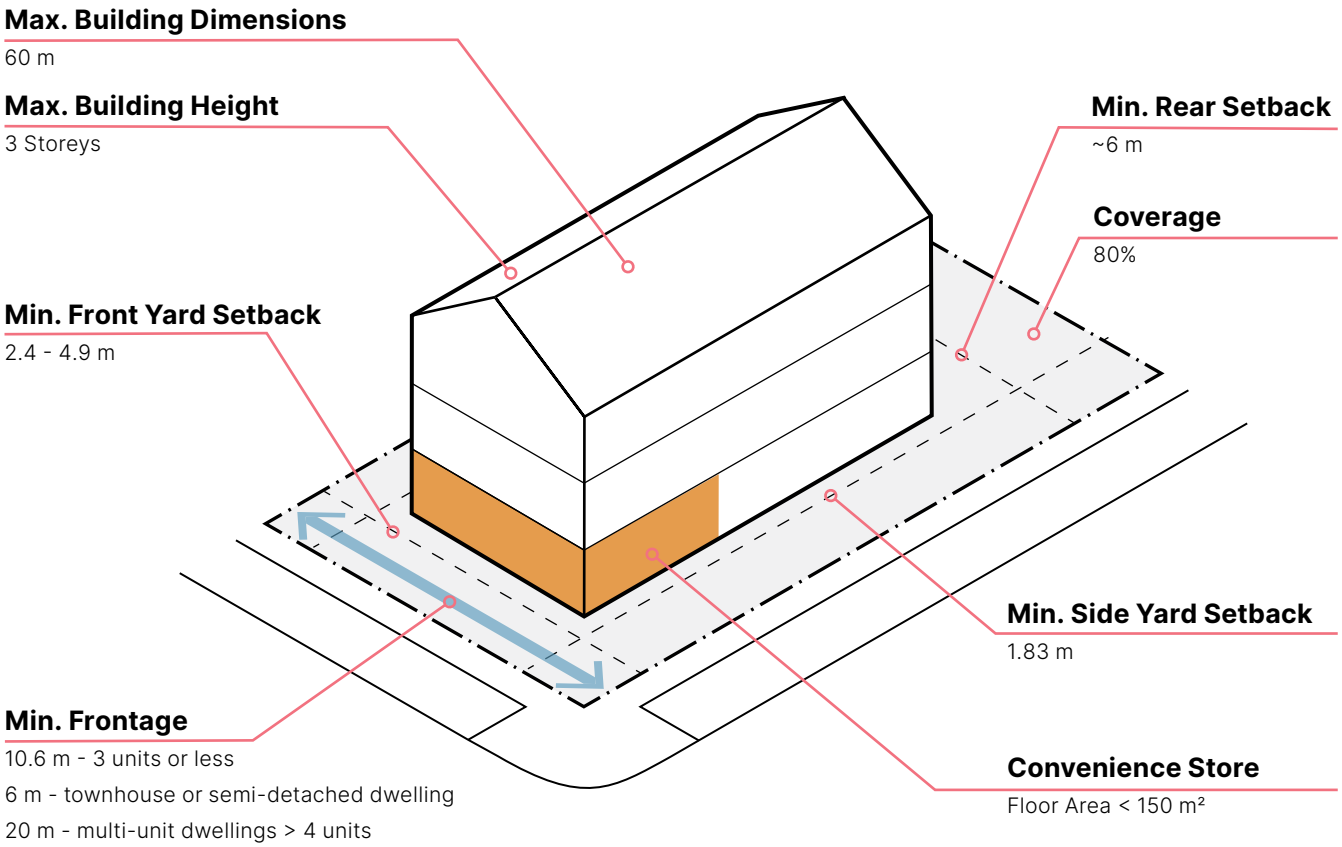

Figure 16.1 DN Zone Built Form Standards

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PART 17
DW - Downtown Waterfront

17.1 INTENT

The DW Zone is the heart of Charlottetown's urban waterfront along the Hillsborough River Estuary. The waterfront's direct connection to the ocean means it is home to a variety of pleasure craft, cruise ships and ships large and small. The waterfront boardwalk continues to evolve to reserve the open space corridor for the public along the water's edge from the Culinary Institute to the Cruise Port. There is some concern over the impacts of sea level rise on the waterfront.

17.2 RE-ZONING

.1 Rezoning to another zone is not permitted in the DW Zone.

17.3 PERMITTED USES

.1 The following uses are permitted in the DW Zone:

(a) Commercial Daycare Centre
(b) Community Care Facility
(c) Community Institutional
(d) Convenience Store
(e) Cultural Establishment
(f) Eating and Drinking Establishment
(g) Educational Institution
(h) Entertainment Establishment
(i) Fire Station
(j) Funeral Establishment
(k) Government Office
(l) Grocery Store
(m) Hostel / Hotel
(n) Library
(o) Lodging House
(p) Medical, Health and Dental Office
(q) Multi-unit Dwellings
(r) Office
(s) Personal Service Shop
(t) Police Station

(u) Recreation or Fitness Centre (indoors)
(v) Retail Store
(w) Service Repair Establishment
(x) Shopping Centre
(y) Theatre
(z) Veterinary Services

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	N/A
(b) Frontage	min. 7.6 m
(c) Front Yard Setback	min. 0 m max. 4 m the front yard setback may be greater than the max. for up to 30% of the streetline
(d) Flankage Yard Setback	min. 0 m 4 m the flankage yard setback may be greater than the max. for up to 30% of the streetline
(e) Side Yard Setback	min. 3 m
(f) Rear Yard Setback	min. 6 m, may include the water setback
(g) Lot Coverage	max. 100% if > 50% parking is underground, otherwise 60%

17.4 PROTECTED VIEW CORRIDORS

.1 Buildings are not permitted in the protected view corridors of all streets that extend to the waterfront shown in Figure 17.1

17.5 WATERFRONT BOARDWALK

.1 A 6 m (min) wide public boardwalk easement shall be required along all waterfront edges of the DW Zone.

.2 The boardwalk shall be built to match the existing standard of a wooden or hard-surfaced unit-paver in coordination with the help of the City and/or CADC.

.3 Buildings shall be set back no less than 2 m from the edge of the public boardwalk.

.4 All ground floor uses fronting the boardwalk shall include active uses including commercial, cultural, tourism, or food services. These active uses shall be no less than 12 m deep for the full length of the waterfront frontage.

.5 No less than 50% of the waterfront frontage of the building should include a hardscape plaza between the building and the boardwalk if applicable.

.6 Pop-up uses (e.g. mobile carts, seasonal stalls, kiosks, touch tanks), public art installations, and flexible event spaces are permitted and encouraged along the boardwalk edge.

.7 Any ground floor uses shall include no less than 60% windows and doors along the entire length of the buildings frontage on the waterfront.

.8 Blank walls at the base of buildings are not permitted along the boardwalk, but underground parking may be permitted behind an active ground floor façade that has no less than 12 m depth and is not visible from the street or boardwalk.



Figure 17.1 Protected View Corridors

.9 The amenity requirements in Section 3.13 shall be followed.

.10 For multi-unit buildings, each grade-related unit shall include a patio door.

17.6 PERMITTED WITH CONDITIONS

.1 Encroachments into the public street right-of-way for decks, signage, public art, and architectural features above 3 m from grade at the streetline may be considered by Planning Board.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Tourist accommodations are permitted if Section 4.11 requirements are met.

17.7 BUILT FORM REQUIREMENTS

.1 One primary building per lot is permitted.

.2 The minimum building height shall be 3 storeys.

.3 The maximum building height shall be the height shown in schedule B.

.4 The maximum streetwall height shall be 3 storeys.

.5 The minimum streetwall stepback shall be

(a) 2.5 m for all buildings that exceed 3 storeys in height; and

(b) 3 m for all buildings that are equal to or exceed 8 storeys in height.

.6 The streetwall stepback may be less than the minimum requirement for up to 30% of the width of the building facing the streetline.

.7 A minimum 2 m waterwall stepback is required above the 3rd storey for all buildings that exceed the streetwall height.

.8 Above 8 storeys, the maximum floor plate area shall be 800 m^2 and the maximum tower dimensions shall be 35 m x 40 m.

.9 The minimum ground floor height shall not be less than 4 m in height and shall be no more than 1.5 m above or below the streetline grade. Registered heritage properties shall maintain their ground floor height.

.10 No less than 50% of ground floor uses in the DW Zone are reserved for active uses such as retail, offices, institutional uses, tourism and lobbies, and are restricted from uses

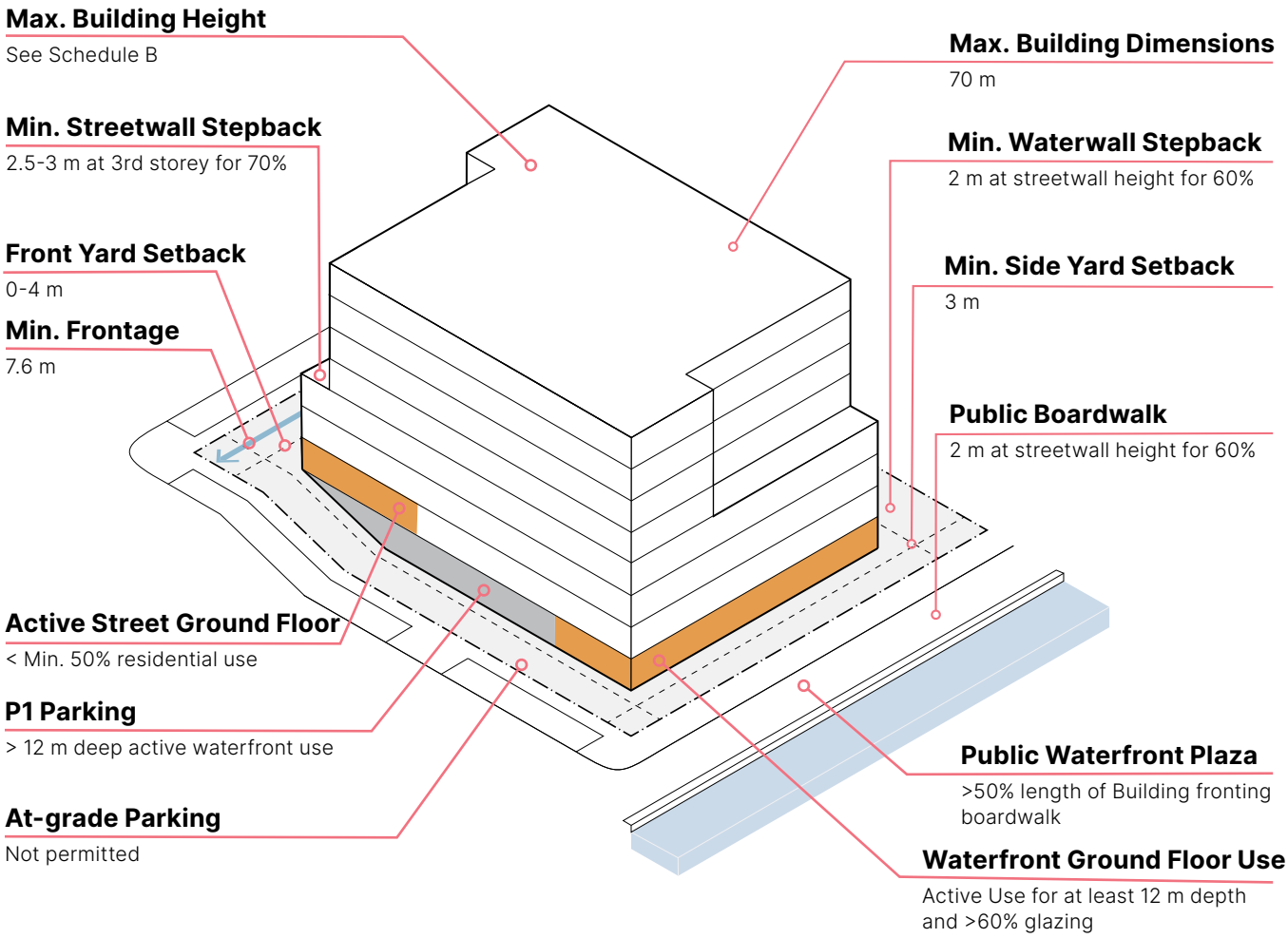

Figure 17.2 DW Zone Built Form Standards

such as:

(a) Parking; and

(b) Grade-related residential dwellings (except residential lobbies) unless placed no less than 10 m behind an active ground floor street-front use.

.11 A streetwall frontage shall extend the full width of any streetline unless an at-grade plaza or mid-block pedestrian connection is provided or if an existing heritage façade is preserved which is less than the full width.

.12 Cantilevered or recessed portions within any streetwall that have a depth of 2 m or greater shall not exceed 30% of the width of the streetwall.

.13 Parking garage entries are permitted if they are less than 40% of the frontage.

.14 Parking garage doors shall be set back no less than 3 m from the front lot line.

.15 The maximum front or flanking setback requirement of Section 17.3.3 may be exceeded, if an at-grade open space, such as a plaza, is located between a front or flanking lot line and a primary building provided the setback is not exceeded by more than 30% of the façade.

17.8 LANDSCAPE REQUIREMENTS

.1 See Sections 6.8 and 6.9

PART 18
BP - Business Park

18.1 INTENT

The Business Park Zone is intended to accommodate a wide range of employment-generating uses in a planned, campus-like setting that supports Charlottetown's economic growth. Development within this zone shall consist of a range of commercial and light industrial land uses including light manufacturing, storage and warehousing of goods or data, vehicle parks, indoor food or plant production, building supplies stores, machinery sales, service and rentals, wholesale businesses, car dealerships, and similar or complementary land uses.

18.2 RE-ZONING

.1 Rezoning from BP to AP or RH may be considered where the intent meets the policies of the Official Plan.

18.3 PERMITTED USES

.1 The following uses are permitted in the BP Zone:

(a) Automobile Body Shop
(b) Automobile Sales and Services
(c) Club
(d) Commercial Daycare Centre
(e) Cultural Establishment
(f) Educational Institution
(g) Equipment Sales, Rental Service
(h) Fire Station
(i) Garden Centre
(j) Greenhouse (private industrial)
(k) Hostel / Hotel
(l) Kennel
(m) Manufacturing, Light
(n) Marijuana Production Facility
(o) Medical, Health and Dental Office
(p) Office
(q) Outdoor Retail Display

(r) Outdoor Storage
(s) Parking Lot / Structure
(t) Personal Service Shop
(u) Place of Worship
(v) Police Station
(w) Recreation or Fitness Centre (indoors)
(x) Research and Development Facilities
(y) Retail Store
(z) Retail Store with connected Retail Warehouse, Light Manufacturing or assembly facility
(aa) Retail Warehouse
(ab) Service Repair Establishment
(ac) Transitional Housing
(ad) Transport Terminal
(ae) Transportation Service
(af) Veterinary Services
(ag) Warehouse, Storage Facility and/or Distribution Centre

.2 These uses are permitted provided that the following lot requirements are met:

.3 Accessory buildings are permitted in accordance with Section 3.1

(a) Lot Area	min. 800 m² interior lot, 900 m² corner lot
(b) Frontage	min. 20 m
(c) Front Yard Setback	min. 7.5 m
(d) Flankage Yard Setback	min. 7.5 m
(e) Side Yard Setback	min. 3 m, 6 m if bordering on any residential zone
(f) Rear Yard Setback	min. 7.5 m, 10 m if bordering on any residential zone
(g) Lot Coverage	N/A

18.4 PERMITTED WITH CONDITIONS

.1 Notwithstanding Section 18.3, Automobile service stations in compliance with Section 4.14 may be considered by Development Agreement in accordance with Section 2.5.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Tourist accommodations are permitted if Section 4.11 requirements are met.

18.5 BUILT FORM REQUIREMENTS

.1 One primary building per lot is permitted.

.2 The maximum building height shall be 12 m or 3 storeys.

.3 All buildings exceeding 800 m² of gross floor area must be designed and stamped by a professional architect licensed to practice in PEI.

.4 Buildings shall be constructed of high-quality materials excluding:

(a) Vinyl siding;
(b) EIFS/synthetic stucco (Exterior Insulation and Finish Systems);
(c) Imitation stone/brick panels (faux masonry veneer), stone-tile, plastic laminates or other synthetic materials that mimic real stone or real wood;
(d) Concrete block (CMU) exposed finishes;
(e) Unfinished or painted metal sheet siding; and
(f) Reflective or mirrored glass.

.5 The City may also approve other materials

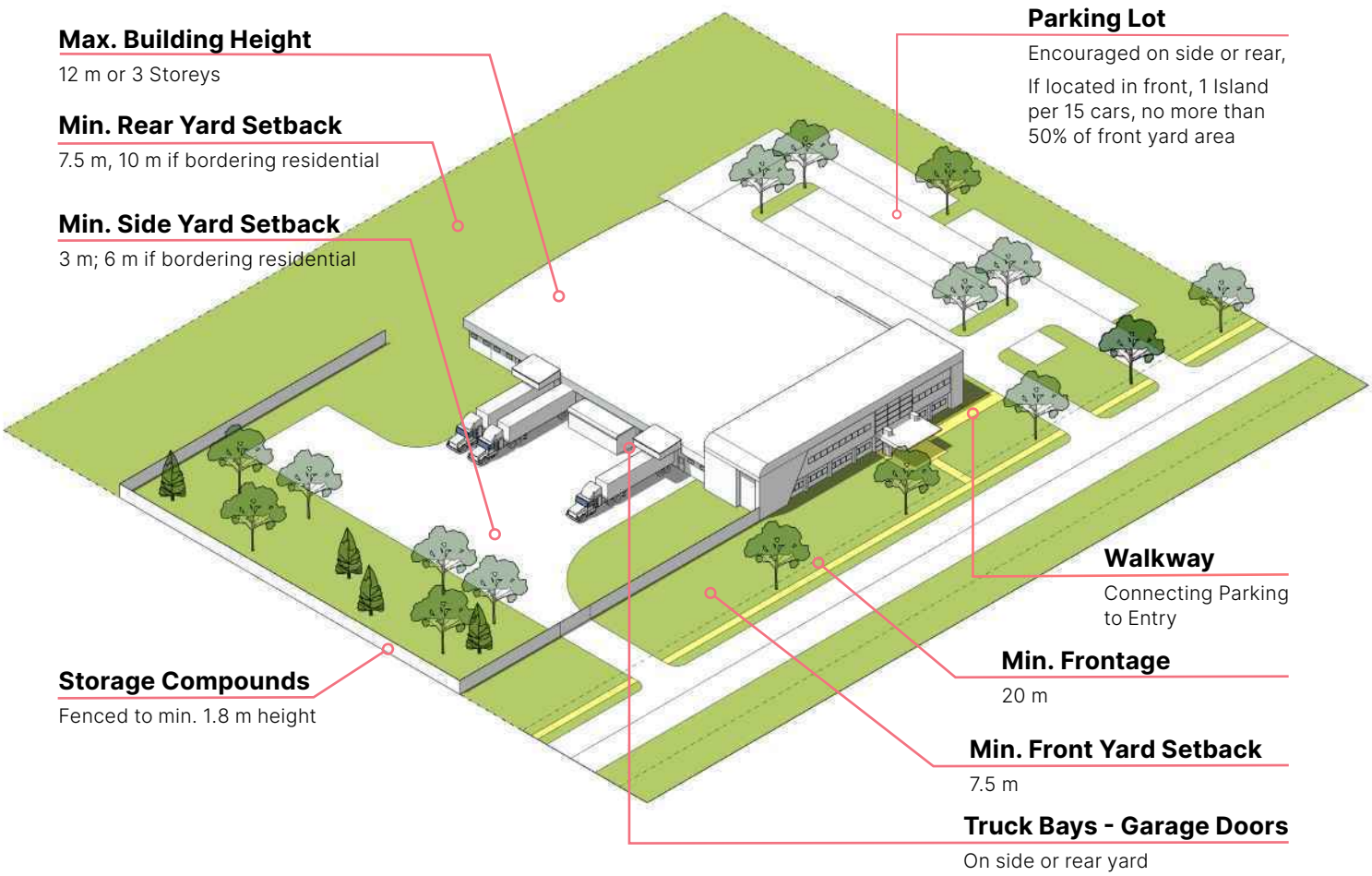

Figure 18.1 BP Built Form and Landscape Requirements

that, in its discretion, determines are compatible with any permitted materials if it finds that:

(a) The quality and appearance of the proposed materials is consistent with the standard that has been set within the business park; or

(b) The use of these materials will not have a detrimental effect upon adjacent property values or property values within the park.

.6 Primary building entries should be clearly visible in the design of the building and scaled proportionally for the buildings. The use of character defining elements such as; overhangs, columns, pilasters, window placements and/or signage should be used to define the main entry. Additional options include extra-height lobby space, distinctive doorways, distinctive landscaped entry area, and changes in paving materials, textures or colour. Primary building entries should face the main parking area.

.7 Buildings in the BP Zone should employ design approaches to avoid monolithic or monotonous building appearances. This includes:

(a) Facade modulation - stepping back or extending forward a portion of the façade to articulate flat building faces;

(b) Vertical divisions using different textures or materials;

(c) Division into store-fronts, with separate display windows and entrances;

(d) Front facing façades shall include no less than 2 different building materials with each material no less than 20% of the total façade area;

(e) Pedestrian entrances must be prominent, glazed, and weather-protected (canopy, awning); and

(f) Buildings on corner lots must address both street frontages with articulated façades.

.8 Loading bays, overhead doors, vehicle services doors and service yards must be located at the side or rear of the lot where possible.

.9 Parking is encouraged on the side or rear of the lot but is permitted in the front yard if:

(a) No more than 50% of the front yard is dedicated to a parking lot (lanes, stalls and driveways);
(b) For every 15 parking spaces, the lot shall include one landscaped island (the size of a parking stall) which includes 1 tree and landscaping including shrubs, ornamental grasses or stormwater gardens; and
(c) These landscaped islands are not included in the area calculation above.

.10 Temporary and/or mobile buildings are prohibited from serving as primary buildings on locations found in front or flank yard.

18.6 LANDSCAPE REQUIREMENTS

.1 All disturbed areas should be well landscaped using mostly (>75% quantities) indigenous, low maintenance plants that are well adapted for the local microclimates on each site. Shade tolerant species shall be specified for the north side of buildings or in areas of frequent shade. Similarly, windy sites should be planted with wind tolerant species. Disturbed areas cannot be left without landscaping.

.2 Where grass is being considered for any project:

(a) Ensure the grass species selected is adequate for shade levels on the site;
(b) Pegged sod is required on all landscaped slopes exceeding 30%. erosion control measures must be clearly identified on sloping sites to minimize soil erosion;
(c) A minimum of 1.5 m wide of sod strip is required adjoining any asphalt areas, pathways, gravel storage areas, or landscape beds;
(d) A minimum of 2 m wide strip of sod is required for all drainage swales;
(e) Any reinstatement of public road rights-of-way must be sodded; and
(f) Hydraulic seeding is permitted in all other areas where sod is not required. Broadcast seed is not permitted unless used for spot repairs.

.3 For any parking lots located in the front yard, a minimum 2 m wide hard-surfaced sidewalk shall connect the front door of the building to any adjacent sidewalks adjoining the property if present.

.4 Driveways, parking areas, storage areas, and loading and unloading areas shall be separated from landscaped areas by continuous concrete curbing unless the design is part of a larger stormwater management strategy using rain gardens, engineered wetlands or other stormwater measures.

.5 Slopes shall be no steeper than 3 horizontal to 1 vertical, except as an engineered retaining structure. All slopes shall be vegetated (not necessarily grass) and no riprap stone armouring is permitted on any site unless it is not materially visible from any road or sidewalk.

.6 No permanent or temporary structures are permitted in the public road right of way and any disturbance to the public right-of-way shall be reinstated to existing or better condition including damages to trees, grass, lights or power infrastructure. Only driveways and walkways are permitted in the public right-of-way.

.7 All main entries should be well landscaped to a scale that is appropriate for the scale of the building and the importance of the entry sequence.

.8 Every use with more than 30 employees working in the building must include a well designed outdoor rest area complete with features such as outdoor seating, picnic tables, wind shelter, landscaping, or hardscape areas. The area should be no less than 1.5 m^2 for every employee parking space and the area should be located to maximize use and enjoyment by staff.

.9 The Front doors must connect to adjacent sidewalks and parking areas by a hard-surfaced walkway no less than 1.8 m wide.

.10 All disturbed surfaces shall be sodded or hard-surfaced (asphalt, pavers, concrete). Gravel or bare earth is not permitted except within fenced storage compounds (1.8 m min. fence).

.11 Front yards shall be landscaped with grass and shrub bed(s) at a rate of 0.5 m^2 of shrub bed per metre of frontage and one tree in the front yard for every 8 m of frontage. Decimal results shall round up.

.12 Garbage and refuse containers shall be concealed from the view of adjoining properties and public streets by means of a screening fence of material compatible with the architecture of the building. These screening elements shall be integrated with the concept of the site and building plan; be designed so as not to attract attention; and shall be located in the most inconspicuous manner possible.

.13 Properties that abut residential uses shall include a 3 m wide landscape buffer along the abutting property line that includes:

(a) A 1.8 m high (min.) opaque fence;
(b) One 60 mm caliper tree per 8 m of side or rear yard planted in the landscape buffer placed to block light and views; and
(c) For buildings that have been set back more than 3 m from the front lot line, no less than 1 tree shall be planted per front yard.

.14 The Development Officer may forgo these landscape requirements if it can be demonstrated that any of these requirements do not apply on a specific site. In addition, they may require additional requirements on a site specific basis to deal with special site consequences.

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PART 19
AP - Airport Periphery

19.1 INTENT

The Airport Periphery Zone is established to accommodate aviation-related operations and supporting uses essential to the safe and efficient functioning of the Charlottetown Airport. The zone provides for runways, taxiways, terminals, hangars, air cargo facilities, and associated commercial and service uses, while ensuring that development remains compatible with federal aviation regulations and surrounding land uses. The intent is to protect the long-term viability of the airport as a regional transportation hub, promote economic development through aviation-related industries, and manage land use in a manner that minimizes impacts on neighbouring residential and business areas.

19.2 RE-ZONING

.1 Rezoning from AP to another zone is not permitted.

19.3 PERMITTED USES

.1 The following uses are permitted in the AP Zone:

(a) Agricultural and Resource Land Uses
(b) Airport
(c) Automobile Body Shop
(d) Automobile Sales and Services
(e) Bulk Fuel Station
(f) Club
(g) Commercial Daycare Centre
(h) Cultural Establishment
(i) Educational Institution
(j) Equipment Sales, Rental Service
(k) Fire Station
(l) Garden Centre
(m) Government Office
(n) Greenhouse (private industrial)
(o) Heavy Equipment Repair
(p) Hostel/ Hotel
(q) Kennel
(r) Manufacturing, Heavy

(s) Manufacturing, Light
(t) Marijuana Production Facility
(u) Medical, Health and Dental Office
(v) Office
(w) Outdoor Retail Display
(x) Outdoor Storage
(y) Parking Lot / Structure
(z) Personal Service Shop
(aa) Place of Worship
(ab) Police Station
(ac) Recreation or Fitness Centre (indoors)
(ad) Research and Development Facilities
(ae) Retail Store
(af) Retail Store with connected Retail Warehouse, Light Manufacturing or assembly facility
(ag) Retail Warehouse
(ah) Service Repair Establishment
(ai) Transitional Housing
(aj) Transport Terminal
(ak) Transportation Service
(al) Veterinary Services
(am) Warehouse, Storage Facility and/or Distribution Centre

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	min. 600 m² interior lot, 700 m² corner lot
(b) Frontage	min. 20 m
(c) Front Yard Setback	min. 7.5 m
(d) Flankage Yard Setback	min. 7.5 m
(e) Side Yard Setback	min. 3 m, 6 m if bordering on any residential zone
(f) Rear Yard Setback	min. 10 m, 20 m if bordering on any residential zone
(g) Lot Coverage	N/A

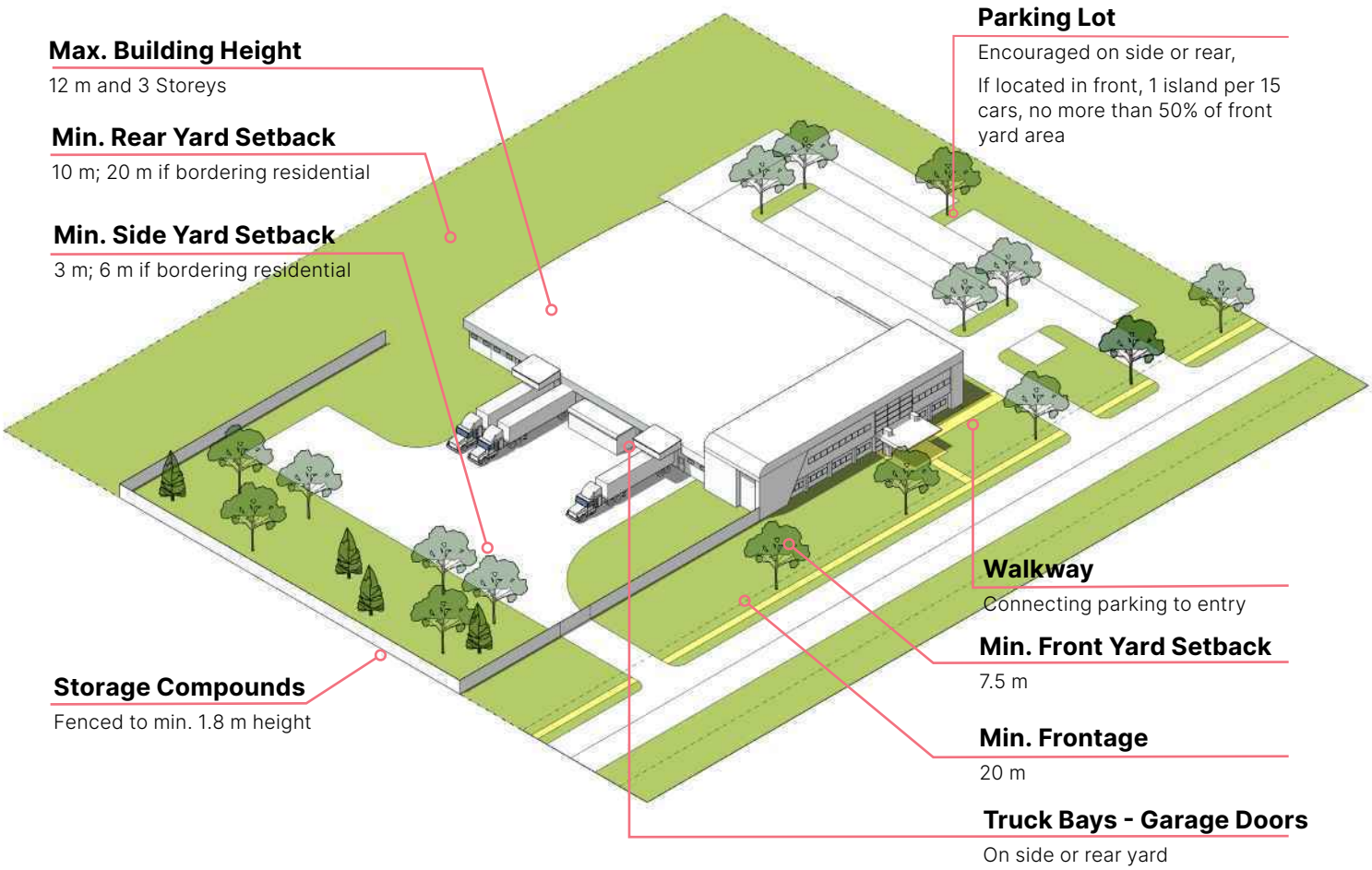

Figure 19.1 AP Built Form and Landscape Requirements

.3 Accessory buildings are permitted in accordance with Section 3.1

.4 Notwithstanding Section 19.3.3, airport related facilities operated by the Charlottetown Airport Authority Inc. are permitted to include more than one building per lot, with no maximum or minimum zoning requirements.

.5 Development in the Airport Periphery (AP) Zone may be subject to additional regulations of the Charlottetown Airport Zoning Regulations (SOR/92-649) under federal authority of the Aeronautics Act, R.S.C., 1985, c. A-2 and all amendments thereto.

.6 Subject to Transport Canada's Obstruction Limitation Surfaces (OLS) — no building or structure may penetrate federally regulated height surfaces.

19.4 PERMITTED WITH CONDITIONS

.1 Notwithstanding Section 19.3, Automobile service stations in compliance with Section 4.14 may be considered by Development Agreement in accordance with Section 2.5.

.2 Notwithstanding Section 19.3, any use or development proposed on a lot greater than one hectare in area may be considered through the Development Agreement Pathway in accordance with Section 2.5.

.3 Permitted encroachments into the setbacks are listed in Table 3.2.

.4 All uses permitted in the Business Park (BP) Zone are permitted in the AP Zone, subject to the Regulations for Permitted Uses for the BP Zone.

.5 Airport towers or aviation equipment that exceed the maximum height requirement are permitted as of right.

.6 Tourist accommodations are permitted if Section 4.11 requirements are met.

19.5 BUILT FORM REQUIREMENTS

.1 One primary building per lot is permitted.

.2 The maximum building height shall be 12 m or 3 storeys.

.3 All built form requirements in the BP Zone (Section 18.5) apply to all uses for new buildings in this zone, except airport related facilities.

.4 Airport related facilities are exempt from any built form requirements such as:

(a) Service and loading areas requirements or screening from public streets.
(b) Garage requirements
(c) Any parking requirements
(d) Setback and coverage requirements

19.6 LANDSCAPE REQUIREMENTS

.1 All Landscape requirements in the BP Zone (Section 18.6) apply to all uses for new buildings in this zone.

.2 Airport related facilities are exempt from:

(a) Any of the landscape requirements in Section 19.6
(b) Any safety fencing requirements which prohibit the use of razor wire

PART 20
HI - Heavy Industrial

20.1 INTENT

The intent of the Heavy Industrial Zone is to provide areas for a range of industrial, manufacturing, warehousing, logistics, and related employment uses that contribute to the economic development of the City. This zone is intended to accommodate activities that require larger sites, specialized infrastructure, and separation from sensitive land uses due to noise, traffic, or operational characteristics. Development within the Industrial Zone shall promote efficient land use, safe and effective transportation access, and compatibility with adjacent uses, while supporting innovation, job creation, and long-term economic sustainability.

20.2 RE-ZONING

.1 Rezoning from HI to another zone, except BP, is not permitted.

20.3 PERMITTED USES

.1 The following uses are permitted in the HI Zone:

(a) Abattoir
(b) Automobile Body Shop
(c) Automobile Sales and Services
(d) Bulk Fuel Station
(e) Equipment Sales, Rental Service
(f) Extractive Facilities
(g) Feedmill
(h) Fire Station
(i) Forestry Related
(j) Heavy Equipment Repair
(k) Kennel
(l) Manufacturing, Heavy
(m) Manufacturing, Light
(n) Marijuana Production Facility
(o) Office
(p) Outdoor Storage
(q) Police Station

(r) Public Utility Service Operation
(s) Recycling Depot
(t) Retail Store
(u) Retail Store with connected Retail Warehouse, Light Manufacturing or assembly facility
(v) Retail Warehouse
(w) Salvage or Waste Disposal Facility
(x) Service Repair Establishment
(y) Transport Terminal
(z) Transportation Service
(aa) Warehouse, Storage Facility and/or Distribution Centre

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	min. 600 m² interior lot, 700 m² corner lot
(b) Frontage	min. 20 m
(c) Front Yard Setback	min. 7.5 m
(d) Flankage Yard Setback	min. 7.5 m
(e) Side Yard Setback	min. 3 m, 6 m if bordering on any residential zone
(f) Rear Yard Setback	min. 10 m, 20 m if bordering on any residential zone
(g) Lot Coverage	N/A

.3 Accessory buildings are permitted in accordance with Section 3.1

20.4 PERMITTED WITH CONDITIONS

.1 Notwithstanding Section 20.3, the following uses may be considered by Development Agreement in accordance with Section 2.5:

(a) Automobile service stations in compliance with Section 4.14; and
(b) Refuelling stations.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Uses that produce strong odours or loud noises may be subject to additional studies (at the discretion of the Development Officer) to minimize impacts on surrounding land uses that may be negatively impacted.

.4 Hazardous materials handling or processing, may be subject to provincial and federal approvals.

.5 Tourist accommodations are permitted if Section 4.11 requirements are met.

20.5 BUILT FORM REQUIREMENTS

.1 Two buildings per lot are permitted.

.2 The maximum building height shall be 12 m or 3 storeys.

.3 Loading bays and service doors shall be located to the side or rear of the building where abutting a public street except where the lot configuration makes it impossible to do so.

.4 Building façades facing a public street shall include architectural articulation, variation in materials, or glazing.

.5 Blank façades exceeding 20 m in length are prohibited along a public street.

20.6 LANDSCAPE REQUIREMENTS

.1 Outdoor storage in the HI Zone shall:

(a) Not be permitted in the front yard of the primary building;
(b) Be fully screened in accordance with Section 5.6.2;

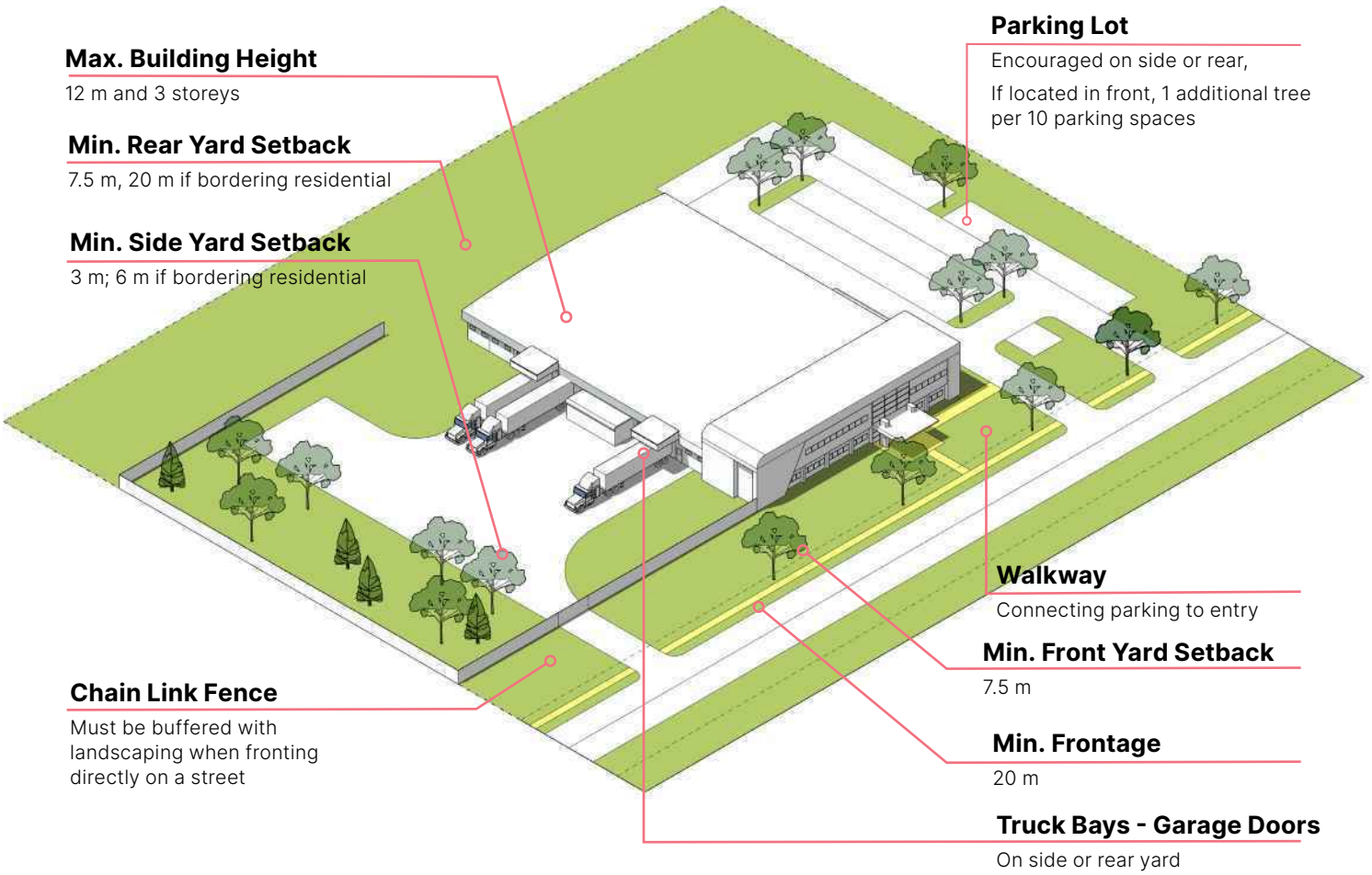

Figure 20.1 HI Built Form and Landscape Requirements

(c) Not exceed the height of the principal building.

.2 General landscaping in the HI Zone:

(a) Shall not be less than 15% of the lot area and may include preserving existing woodlands or vegetation on site;

(b) May permit the use of planting beds, grassy berms, bio-swales, and stormwater features as part of the landscape calculation;

(c) Requires native trees with a minimum height of 2.5 m at a rate of no less than 2 trees per acre.

(d) Requires landscaped beds consisting of ornamental grasses, woody shrubs or perennials at a rate of no less than 0.5 m^2 per metre of frontage of the principal building and located in the front yard.

.3 Properties that abut residential uses shall include a 3 m wide landscape buffer along the abutting property line that includes:

(a) A 1.8 m high (min.) opaque fence

(b) One 60 mm caliper tree per 8 m of side or rear yard planted in the landscape buffer placed to block light and views.
(c) For buildings that have been set back more than 3 m from the front lot line, no less than 1 tree shall be planted per front yard.

.4 Any chain link fences fronting directly on a street must be buffered using a combination of trees, shrubs or vines.

.5 All disturbed areas should be well landscaped using mostly (>75% quantities) indigenous, low maintenance plants that are well adapted for the local microclimates on each site. Shade tolerant species shall be specified for the north side of buildings or in areas of frequent shade. Similarly, windy sites should be planted with wind tolerant species. Disturbed areas cannot be left without landscaping.

.6 Where grass is being considered for any project:

(a) Ensure the grass species is selected is adequate for shade levels on the site.
(b) Pegged sod is required on all landscaped slopes exceeding 30%. Erosion Control measures must be clearly identified on sloping sites to minimize soil erosion.
(c) A minimum of 1.5 m wide of Sod strip is required adjoining any asphalt areas, pathways, gravel storage areas, or landscape beds.
(d) A minimum of 2 m wide strip of sod is required for all drainage swales
(e) Any reinstatement of public road rights-of-way must be sodded.
(f) Hydraulic seeding is permitted in all other areas where sod is not required. Broadcast seed is not permitted unless used for spot repairs.

.7 For any parking lots located in the front yard, a minimum 2 m wide hard-surfaced sidewalk shall connect the front door of the building to any adjacent sidewalks adjoining the property if present.

.8 Slopes shall be no steeper than 3 horizontal to 1 vertical, except as an engineered retaining structure. All slopes shall be vegetated (not necessarily grass) and no riprap stone armouring is permitted on any site unless it is not materially visible from any road or sidewalk.

.9 All main entries should be well landscaped to a scale that is appropriate for the scale of the building and the importance of the entry sequence.

.10 The front door of the primary building must connect to adjacent sidewalks and parking areas by a hard-surfaced walkway no less than 1.8 m wide.

.11 Parking is recommended in the side or rear yard of the lot, but any parking located in front yard of the primary building shall include one additional tree for every 10 parking spaces located in the front yard.

.12 The Development Officer may forgo these landscape requirements if it can be demonstrated that any of these requirements do not apply on a specific site. In addition, they may require additional requirements on a site specific basis to deal with special site consequences.

PART 21
P - Port

21.1 INTENT

The Port Zone is intended to accommodate marine-related operations and supporting uses essential to the functioning of Charlottetown's harbour. This zone provides for shipping, ferry, cruise, fishing, and cargo-handling activities, along with associated industrial, commercial, and transportation facilities. The intent is to protect the Port's role as a regional economic driver and gateway, while ensuring safe and efficient marine operations, maintaining public access to selected waterfront areas, and managing land uses to minimize impacts on adjacent neighbourhoods and the downtown waterfront.

21.2 RE-ZONING

.1 Rezoning land from the Port (P) Zone to another zone may only be considered where:

(a) the land is no longer required for existing or planned Port Land Uses;
(b) the proposed rezoning will not interfere with the continued operation or future expansion of the Port; and
(c) the proposed rezoning is consistent with the Official Plan.

21.3 PERMITTED USES

.1 The following use is permitted in the P Zone:

(a) Marine Gas Station

21.4 PERMITTED USES BY SITE PLAN APPROVAL

.1 Uses Permitted by Site Plan Approval:

(a) Events Hosting
(b) Hostel / Hotel
(c) Marina
(d) Office
(e) Port Land Uses
(f) Retail Store
(g) Transportation Service

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	min. 600 m² interior lot, 700 m² corner lot
(b) Frontage	min. 20 m
(c) Front Yard Setback	min. 7.5 m
(d) Flanking Yard Setback	min. 7.5 m
(e) Side Yard Setback	min. 3 m, 6 m if bordering on any other
(f) Rear Yard Setback	min. 10 m, 20 m if bordering on any other zone
(g) Lot Coverage	N/A

.3 Accessory buildings are permitted in accordance with Section 3.1.

.4 Facilities and uses must comply with Transport Canada's Marine Transportation Security Act and Regulations.

21.5 PERMITTED WITH CONDITIONS

.1 Notwithstanding section 21.3 and 21.4, any use or development proposed on a lot greater than one hectare in area may be considered through the Development Agreement Pathway in accordance with section 2.5.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Notwithstanding the accessory buildings which are permitted in accordance with Section 3.1, port facilities operated by the Charlottetown Port Authority Inc. are permitted to include more than one building per lot, with no maximum or minimum zoning requirements.

.4 A continuous linear boardwalk connection shall be provided along the waterfront, excluding wharfs and piers for the length of the Port Zone along the waterfront.

.5 Any new building or development proposed in the Port Zone (P) is subject to the Regulations for Permitted Uses for the Downtown Waterfront (DW) Zone.

.6 Tourist accommodations are permitted if Section 4.11 requirements are met.

21.6 BUILT FORM REQUIREMENTS

.1 Two buildings per lot are permitted.

.2 The maximum building height shall be 12 m or 3 storeys.

.3 New buildings require a separation distance of 5 m.

.4 Port land use facilities are exempt from any built form requirements such as:

(a) Service and loading areas requirements or screening from public streets
(b) Garage requirements
(c) Any parking requirements
(d) Setback and coverage requirements
(e) Storage requirements

21.7 LANDSCAPE REQUIREMENTS

.1 A land use buffer from adjacent abutting zones shall include:

(a) No less than 5 m in width reserved for boardwalk, a linear trail, greenway, or landscaped area.
(b) The land use buffer shall be planted with street trees and shrubs at a frequency of one tree for every 8 m of length along the abutting boundary line.

.2 Port land uses are exempt from:

(a) Any of the landscape requirements in Section 21.7.1.
(b) Any safety fencing requirements which prohibit the use of razor wire or security fencing.

PART 22
GC - Growth Corridor

22.1 INTENT

Located primarily on the city's main arterial roads, linear Growth Corridors (GC) form corridors of development that are prime opportunities for increasing residential densities and supporting existing commercial uses. These areas are also ideal for mixed use development due to the proximity to transit and active transportation linkages along the arterials. Growth corridors should support walkable neighbourhoods by encouraging street-related buildings with parking in side or rear yards.

22.2 RE-ZONING

.1 Rezoning from GC to GN may be considered where the rezoning request aligns with the policies of the Official Plan.

22.3 PERMITTED USES

.1 The following uses are permitted in the GC Zone:

(a) Automobile Sales and Services
(b) Cannabis Retail Store
(c) Cemetery
(d) Commercial Daycare Centre
(e) Community Care Facility
(f) Community Institutional
(g) Convenience Store
(h) Cultural Establishment
(i) Dormitory
(j) Eating and Drinking Establishment
(k) Educational Institution
(l) Entertainment Establishment
(m) Equipment Sales, Rental Service
(n) Fire Station
(o) Funeral Establishment
(p) Garden Centre
(q) Government Office
(r) Greenhouse (nursery retail)

(s) Grocery Store
(t) Hospital
(u) Hostel / Hotel
(v) Laundromat
(w) Library
(x) Medical, Health and Dental Office
(y) Multi-unit Dwelling
(z) Office
(aa) Outdoor Retail Display
(ab) Parking Lot / Structure
(ac) Personal Service Shop
(ad) Place of Worship
(ae) Police Station
(af) Public Utility Service Operation
(ag) Recreation or Fitness Centre (indoors)
(ah) Retail Store
(ai) Retail Store with connected Retail Warehouse, Light Manufacturing or assembly facility
(aj) Retail Warehouse
(ak) Service Repair Establishment
(al) Shopping Centre
(am) Theatre
(an) Transport Terminal
(ao) Transportation Service
(ap) Veterinary Services
(aq) Warehouse, Storage Facility and/or Distribution Centre

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	N/A
(b) Frontage	min. 12 m
(c) Front Yard Setback	min. 2 m max. 6 m the front yard setback may be greater than the max. for up to 20% of the streetline
(d) Flanking Yard Setback	min. 2 m max. 6 m the flankage yard setback may be greater than the max. for up to 20% of the streetline
(e) Side Yard Setback	min. 0 m, 6 m where bordering a residential zone
(f) Rear Yard Setback	min. 12 m when abutting RN or RM, otherwise 6 m
(g) Coverage	max. 50%, 70% if half the parking is located underground

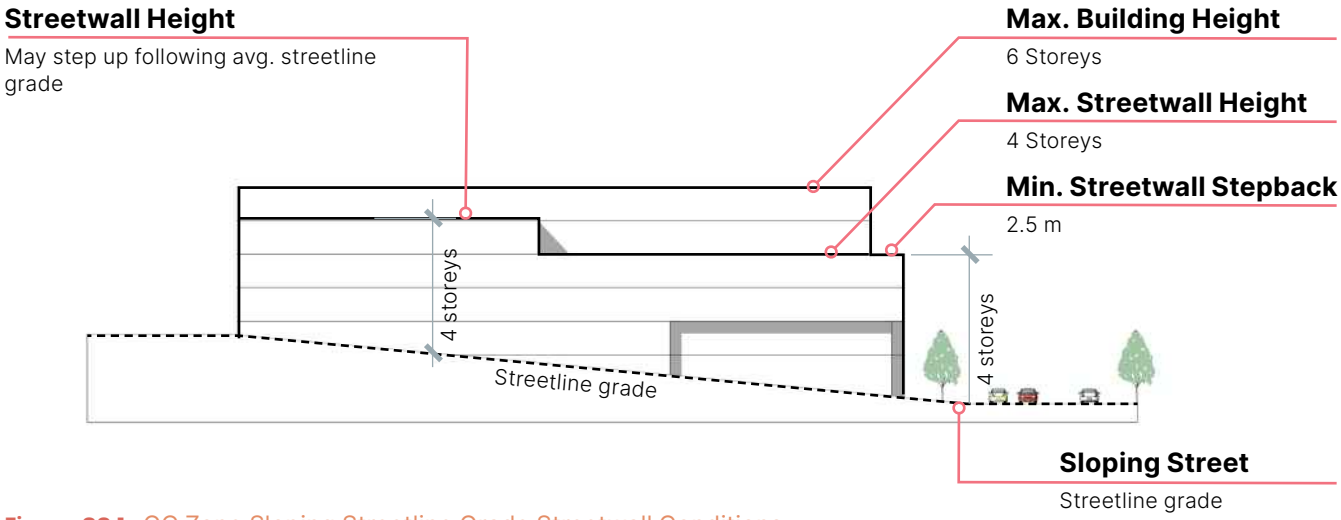

Figure 22.1 GC Zone Sloping Streetline Grade Streetwall Conditions

22.4 PERMITTED WITH CONDITIONS

.1 Notwithstanding section 22.3, the following uses may be considered by Development Agreement in accordance with Section 2.5:

(a) Automobile service stations in compliance with Section 4.14; and

(b) Drive-through Businesses.

.2 Flag lots are permitted with no less than 6 m frontage as long as all other site and building requirements are met in Section 22.3.2 for both the flaglot and the main lot.

.3 Permitted encroachments into the setbacks are listed in Table 3.2.

.4 Home occupations are permitted if Section 4.9 requirements are met.

.5 Tourist accommodations are permitted if Section 4.11 requirements are met.

22.5 BUILT FORM REQUIREMENTS

.1 One primary building per lot is permitted.

.2 Attached garages shall not front onto the street frontage unless it provides access to an underground parking garage that does not exceed 25% of the primary building frontage on any streetline to a maximum width of 6 m.

.3 All street-facing façades shall provide at least one horizontal or vertical façade articulation of no less than 300 mm for no less than 30% of the façade area.

.4 The maximum building height is as follows:

(a) Any GC Zoned property that borders a residential zone on its side yard shall have a maximum building height of 4 storeys.

(b) Any GC Zoned property that borders a residential zone on its rear yard that has an average lot depth less than 38 m shall have a maximum building height of 4 storeys;

(c) Any GC Zoned property that borders a residential zone on its rear yard that has an average lot Depth greater than 38 m but less than 60 m shall have a maximum building height of 5 storeys

(d) Any GC Zoned property that borders a residential zone on its rear yard that has an average lot depth that exceeds 60 m shall have a maximum building height of 6 storeys.

(e) Any GC Zoned property that shares side yards and rear yard with another GC zoned property shall have a maximum building height of 6 storeys. The properties shall have been in existence at the time this bylaw was adopted.

.5 The maximum streetwall height is as follows:

(a) If the allowable building height is equal to or less than 5 storeys, the maximum

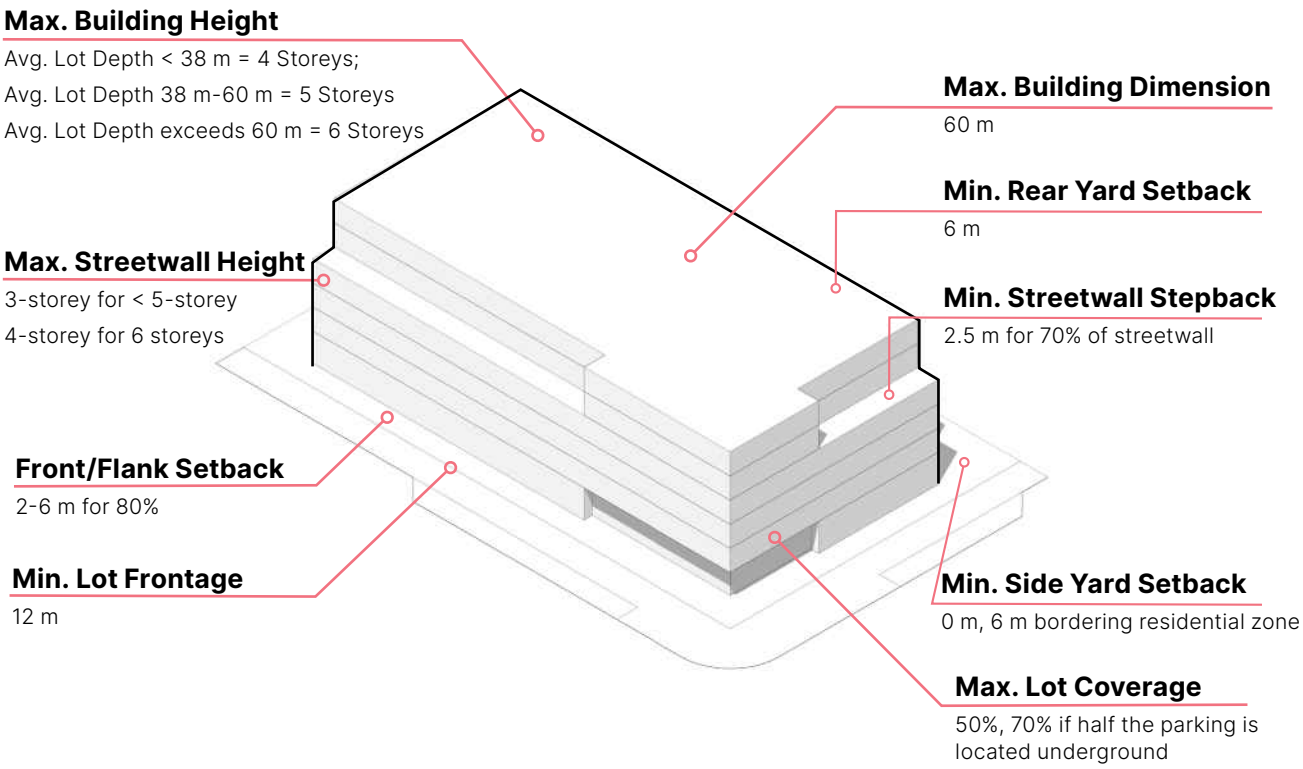

Figure 22.2 GC Zone Built Form Standards

allowable streetwall height shall be 3 storeys

(b) If the allowable building height is 6 storeys, the maximum allowable streetwall height shall be 4 storeys

(c) Streetwall height can be less than the maximum allowable streetwall height to a minimum of 2 storeys high.

(d) Streetwall heights can step up or down along sloping streetline grades as long as the maximum height is not exceeded (see Figure 22.1).

.6 The maximum building dimension is 60 m.

.7 Parking is not permitted between the street and the building.

.8 Primary building lobbies shall front onto the street-front.

.9 The amenity requirements in Section 3.13 shall be followed.

.10 For multi-unit buildings, each grade-related unit shall include a patio door.

22.6 LANDSCAPE REQUIREMENTS

.1 All driveways shall be hard-surfaced with asphalt, concrete or unit pavers. Loose gravel or soil is not permitted.

.2 Only one driveway per 20 m of frontage is permitted to a maximum of 2 driveways per lot.

.3 Shared driveways are encouraged between neighbouring properties whenever possible.

.4 A minimum 2 m wide hard-surfaced pathway shall link the parking lot to the front door of every building.

.5 A minimum 2 m wide hard-surfaced pathway shall link the sidewalk to the front door of every building.

.6 If there are no street trees in the bordering public street right-of-way, each development shall include no less than 1 tree per 10 m of frontage between the building and the street. Decimal results shall be rounded up.

.7 A 3 m landscape buffer is required for any GC properties that border residential zoned

properties in the rear yard. Each landscape buffer shall include:

(a) A 1.8 m high opaque fence along the rear yard;
(b) One tree per 6 m of rear yard border; and
(c) Shrub beds at a rate of 2 m^2 per tree consisting of shrubs, annuals or perennials.

.8 All disturbed surfaces shall be seeded, sodded or hydroseeded with grass or meadow mixture or restored to natural condition. Seeding mixes must not include PEI invasive species.

.9 Each grade-related unit must provide no less than 4 m^2 of private outdoor amenity space (patio, balcony, rooftop deck, or small yard) to ensure resident comfort and privacy.

.10 Surface parking lots that exceed 24 cars shall include one landscaped island per 15 parking spots. Decimal results shall be rounded up.

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PART 23
GN - Growth Node

23.1 INTENT

The Growth Node Zone is intended to accommodate compact, mixed-use development in strategically identified areas of Charlottetown that can support higher density housing, commercial services, and community amenities. These nodes are planned to concentrate growth in walkable, transit-supportive locations, reduce pressure on outlying areas, and create vibrant neighbourhood centres. Development in this zone should promote a mix of residential, retail, office, and institutional uses in mid-rise built forms, supported by high-quality public spaces, active transportation connections, and sustainable infrastructure.

23.2 RE-ZONING

.1 Rezoning from GN is not permitted.

23.3 PERMITTED USES

.1 The following uses are permitted in the GN Zone:

(a) Automobile Sales and Services
(b) Cannabis Retail Store
(c) Cemetery
(d) Commercial Daycare Centre
(e) Community Care Facility
(f) Community Institutional
(g) Convenience Store
(h) Cultural Establishment
(i) Dormitory
(j) Eating and Drinking Establishment
(k) Educational Institution
(l) Entertainment Establishment
(m) Equipment Sales, Rental Service
(n) Fire Station
(o) Funeral Establishment
(p) Garden Centre
(q) Government Office
(r) Greenhouse (nursery retail)

(s) Grocery Store
(t) Hospital
(u) Hostel / Hotel
(v) Laundromat
(w) Library
(x) Medical, Health and Dental Office
(y) Multi-unit Dwelling
(z) Office
(aa) Outdoor Retail Display
(ab) Parking Lot / Structure
(ac) Personal Service Shop
(ad) Place of Worship
(ae) Police Station
(af) Public Utility Service Operation
(ag) Recreation or Fitness Centre (indoors)
(ah) Retail Store
(ai) Retail Store with connected Retail Warehouse, Light Manufacturing or assembly facility
(aj) Retail Warehouse
(ak) Service Repair Establishment
(al) Shopping Centre
(am) Theatre
(an) Transport Terminal
(ao) Transportation Service
(ap) Veterinary Services
(aq) Warehouse, Storage Facility and/or Distribution Centre

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	N/A
(b) Frontage	min. 12 m
(c) Front Yard Stepback	min. 2 m max. 6 m the front yard setback may be greater than the max. for up to 20% of the streetline
(d) Flanking Yard Setback	min. 2 m, max. 6 m, the flankage yard setback may be greater than the max. for up to 20% of the streetline
(e) Side Yard Setback	min. 0 m, 6 m bordering residential zones
(f) Rear Yard Setback	min. 12 m when abutting RN, or RM, otherwise 6 m
(g) Coverage	max. 60%, 80% if half the parking is located underground

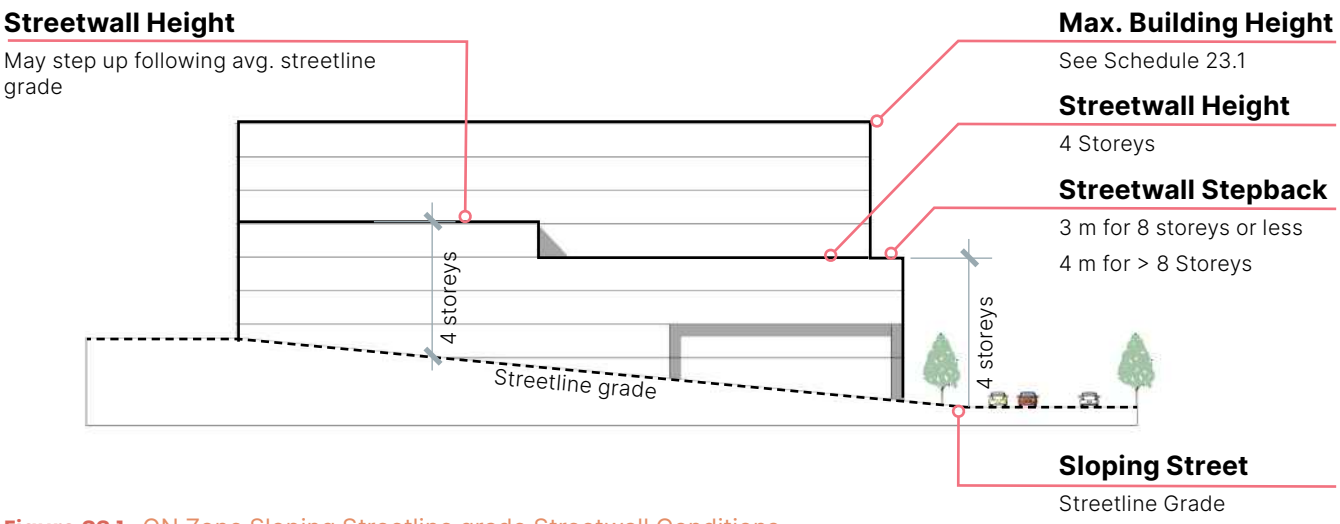


Figure 23.1 GN Zone Sloping Streetline grade Streetwall Conditions

23.4 PERMITTED WITH CONDITIONS

.1 Notwithstanding section 23.3, the following uses may be considered by Development Agreement in accordance with Section 2.5:

(a) Automobile service stations in compliance with Section 4.14; and
(b) Drive-through Businesses.

.2 Bonus building height requests shall be considered in accordance with Section 2.10.

.3 Notwithstanding section 23.3, any use or development proposed on a lot greater than one hectare in area may be considered through the Development Agreement Pathway in accordance with section 2.5.

.4 Flag lots are permitted with no less than 6 m frontage as long as all other site and building requirements are met in Section 23.3.2 for both the flaglot and the main lot.

.5 Permitted encroachments into the setbacks are listed in Table 3.2.

.6 Home occupations are permitted if Section 4.9 requirements are met.

.7 Tourist accommodations are permitted if Section 4.11 requirements are met.

23.5 BUILT FORM REQUIREMENTS

.1 One primary building per lot is permitted.

.2 Attached garages shall not front onto the street frontage unless it provides access to an underground parking garage that does not exceed 25% of the primary building frontage on any streetline to a maximum width of 6 m.

.3 All street-facing façades shall provide at least one horizontal or vertical façade articulation of no less than 300 mm for no less than 30% of the façade area.

.4 Maximum Building Height is set out in Schedule 23.1.

.5 The streetwall height in the GN Zone is 4 storeys. A 5 storey streetwall height may be considered as part of the requests for additional bonus height in accordance with Section 2.10.

.6 Streetwall Stepbacks vary as follows:

(a) For buildings that are 8 storeys or less, streetwalls shall stepback no less than 3 m above the streetwall for no less than 70% of the streetwall.
(b) For buildings that exceed 8 storeys, streetwalls shall stepback no less than 4 m above the streetwall for no less than 70% of the streetwall.

.7 The maximum building dimension is 70 m.

.8 The ground floor height shall:

(a) Not be less than 4 m high,

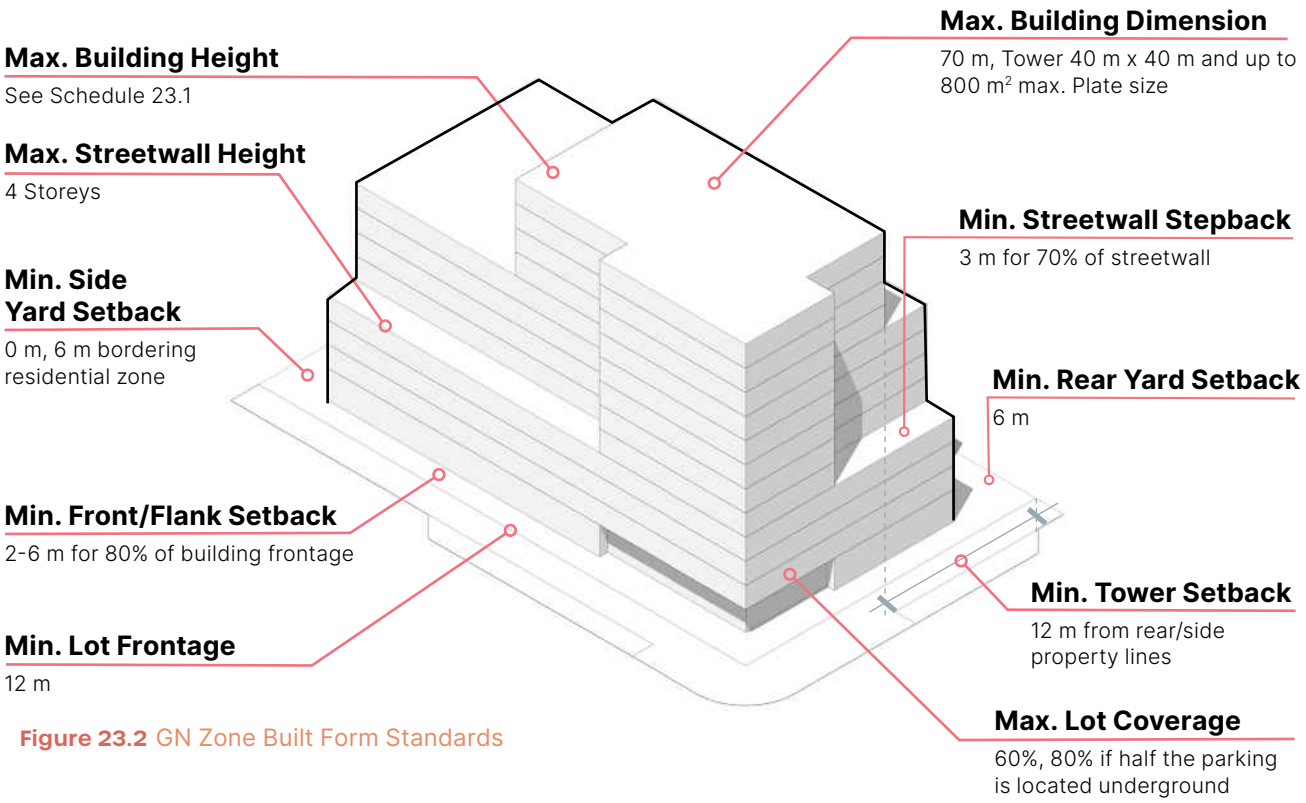


Figure 23.2 GN Zone Built Form Standards

(b) Not be less than 3.5 m high if no more than 20% of the floor slab is a stepped slab.

.9 Above the 8th storey, the maximum tower dimensions are 40 m x 40 m and no more than 800 m².

.10 Towers shall be setback no less than 12 m from all side yard or rear yard property lines.

.11 If two towers share the same mid-rise, the tower separation shall be 24 m.

.12 Parking is not permitted between the street and the building.

.13 The main lobby and elevator core shall exit onto the street-front.

.14 The amenity requirements in Section 3.13 shall be followed.

.15 For multi-unit buildings, each grade-related unit shall include a patio door.

23.6 LANDSCAPE REQUIREMENTS

.1 All driveways shall be hard-surfaced with asphalt, concrete or unit pavers. Loose gravel or soil is not permitted.

.2 Only one driveway per 20 m of frontage is permitted to a maximum of 2 driveways per lot. Shared driveways are encouraged between neighbouring properties whenever possible.

.3 A minimum 2 m wide hard-surfaced walkway shall link the parking lot to the front door of every building.

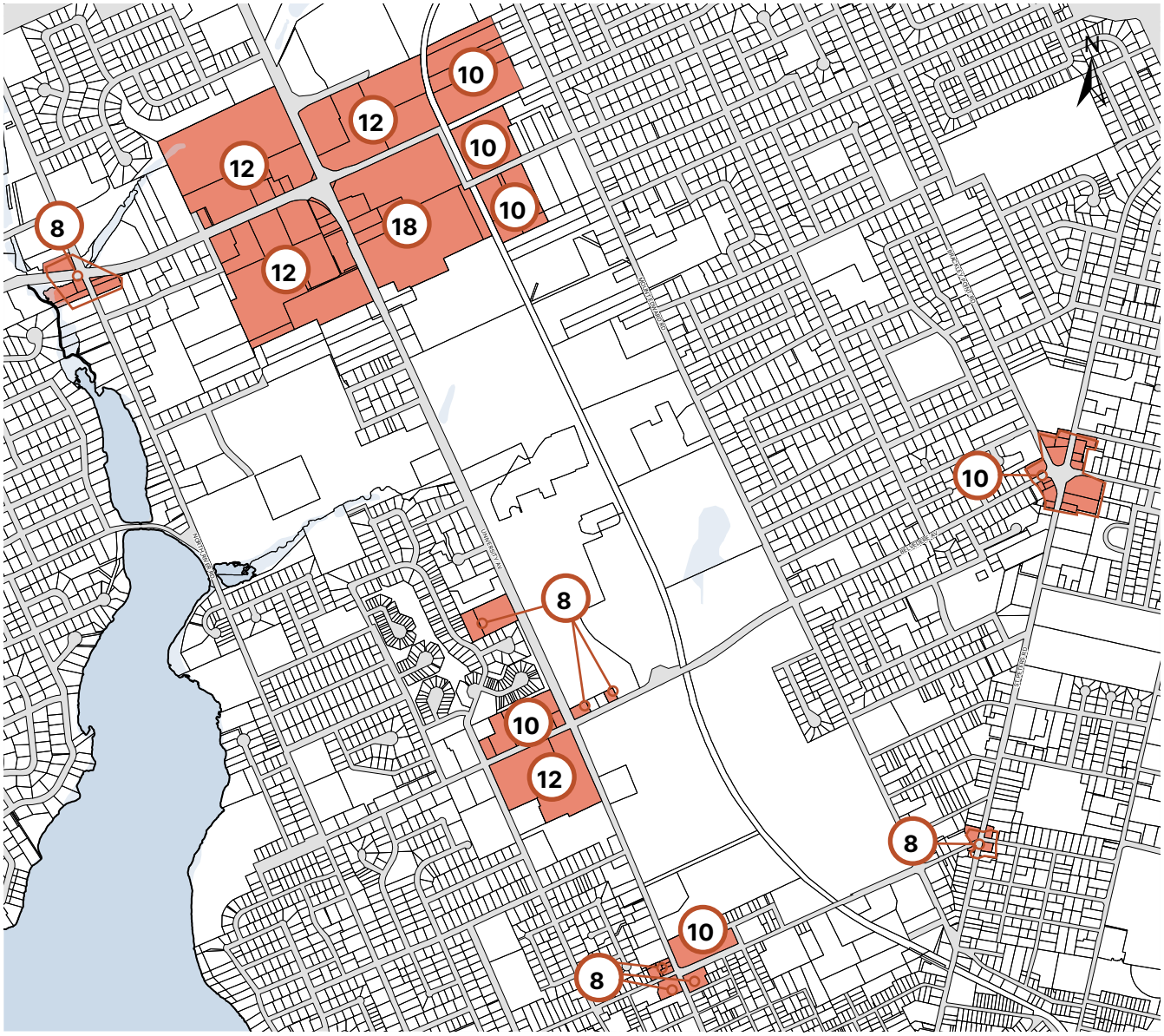
.4 A minimum 2 m wide hard-surfaced walkway shall link the sidewalk to the front door of every building.

.5 If there are no street trees in the bordering public street right-of-way, each development shall include no less than 1 tree per 10 m of frontage between the building and the street. Decimal results shall be rounded up.

.6 A 3 m landscape buffer is required for any GN properties that border residential zoned properties in the rear yard. Each landscape buffer shall include:

(a) A 1.8 m high opaque fence along the rear yard

(b) One tree per 6 m of rear yard border



Schedule 23.1 GN Height Precinct - Numbers represent maximum storeys

(c) Shrub beds at a rate of 2 m² per tree consisting of shrubs, annuals or perennials.

.7 All disturbed surfaces shall be seeded, sodded or hydroseeded with grass or meadow mixture or restored to natural condition. Seeding mixes must not include PEI invasive species.

.8 Each grade-related unit must provide no less than 4 m² of private outdoor amenity space (patio, balcony, rooftop deck, or small yard) to ensure resident comfort and privacy.

.9 Surface parking lots that exceed 24 cars shall include one landscaped island per 15 parking spots. Decimal results shall be rounded up.

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PART 24
I - Institutional

24.1 INTENT

The Institutional Zone is intended to accommodate public and community-oriented facilities that provide essential services to Charlottetown residents, including schools, places of worship, government buildings, health care, cultural, and recreational institutions. The zone ensures that these uses are integrated into neighbourhoods in a manner that is compatible with surrounding development, while allowing flexibility for future expansion and modernization. Development in the Institutional Zone should emphasize accessibility, pedestrian connections, high-quality landscaping, and building forms that contribute positively to the community fabric.

24.2 RE-ZONING

.1 Rezoning from I to any other zone may be considered where the rezoning request aligns with the policies of the Official Plan.

24.3 PERMITTED USES

.1 The following uses are permitted in the I Zone:

(a) Cemetery
(b) Commercial Daycare Centre
(c) Community Care Facility
(d) Community Institutional
(e) Cultural Establishment
(f) Dormitory
(g) Educational Institution
(h) Fire Station
(i) Funeral Establishment
(j) Government Office
(k) Hospital
(l) Library
(m) Medical, Health and Dental Office
(n) Place of Worship
(o) Police Station
(p) Public Utility Service Operation

(q) Recreation or Fitness Centre (indoors)

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	min. 930 m²
(b) Frontage	min. 24 m
(c) Front Yard Setback	min. 7.6 m
(d) Flanking Yard Setback	min. 7.6 m
(e) Side Yard Setback	min. 3 m
(f) Rear Yard Setback	min. 6 m; 10 m when abutting RN, or RM
(g) Coverage	max. 60%

.3 Accessory buildings are permitted in accordance with Section 3.1.

24.4 PERMITTED WITH CONDITIONS

.1 Notwithstanding section 24.3, any use or development proposed on a lot greater than one hectare in area may be considered through the Development Agreement Pathway in accordance with section 2.5.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

.3 Tourist accommodations are permitted if Section 4.11 requirements are met.

.4 Community care facilities and nursing homes are subject to the following conditions in addition to those in Section 24.3.2:

(a) A density cap of 100 m² of site area for each bedroom; and
(b) The 4 storey height cap is increased to 5 storeys.

.5 Lodging houses and group homes are subject to the following conditions and those in Section 24.3.2:

(a) A density cap of 100 m² of site area for each bedroom;
(b) A lot area minimum of 325 m²; and
(c) A lot frontage of 10.6 m.

24.5 BUILT FORM REQUIREMENTS

.1 More than one building per lot is permitted.

.2 The maximum building height shall be 4 storeys.

.3 Buildings shall be constructed of high-quality materials excluding:

(a) Vinyl siding;
(b) EIFS / synthetic stucco (Exterior Insulation and Finish Systems);
(c) Imitation stone/brick panels (faux masonry veneer), stone-tile, plastic laminates or other synthetic materials that mimic real stone or real wood;
(d) Concrete block (CMU) exposed finishes;
(e) Unfinished or painted metal sheet siding; and
(f) Reflective or mirrored glass.

.4 The City may also approve other materials that, in its discretion, determines are compatible with any permitted materials if it finds that the use of these materials will not have a detrimental effect upon adjacent property values.

.5 Primary building entries should be clearly

visible in the design of the building and scaled proportionally for the buildings. The use of character defining elements such as; overhangs, columns, pilasters, window placements and/or signage should be used to define the main entry.

.6 Buildings in the I Zone should employ design approaches to avoid monolithic or monotonous building appearances. This includes:

(a) Facade modulation - stepping back or extending forward a portion of the façade to articulate flat building faces;
(b) Vertical divisions using different textures or materials;
(c) Division into store-fronts, with separate display windows and entrances;
(d) Front facing façades shall include no less than 2 different building materials with each material no less than 20% of the total façade area;
(e) Pedestrian entrances must be prominent, glazed, and weather-protected (canopy, awning); and
(f) Buildings on corner lots must address both street frontages with articulated façades.

.7 Loading bays, overhead doors, vehicle services doors and service yards must be located at the side or rear of the lot where possible.

.8 Parking is encouraged on the side or rear of the lot but is permitted in the front yard if:

(a) No more than 50% of the front yard is dedicated to a parking lot (lanes, stalls and driveways)
(b) For every 15 parking spaces, the lot shall include one landscaped island (the size of a parking stall) which includes 1 tree and landscaping including shrubs, ornamental grasses or stormwater gardens.
(c) These landscaped islands are not included in the area calculation above.

.9 Temporary and/or mobile buildings are prohibited from serving as primary buildings on locations found in front or flank yard.

24.6 LANDSCAPE REQUIREMENTS

.1 All disturbed areas should be well landscaped using mostly (>75% quantities) indigenous, low maintenance plants that are well adapted for the local microclimates on each site. Shade tolerant species shall be specified for the north side of buildings or in areas of frequent shade. Similarly, windy sites should be planted with wind tolerant species. Disturbed areas cannot be left without landscaping.

.2 Where grass is being considered for any project:

(a) Ensure the grass species is selected is adequate for shade levels on the site;
(b) Pegged sod is required on all landscaped slopes exceeding 30%. Erosion Control measures must be clearly identified on sloping sites to minimize soil erosion;
(c) A minimum of 1.5 m wide of Sod strip is required adjoining any asphalt areas, pathways, gravel storage areas, or landscape beds;
(d) A minimum of 2 m wide strip of sod is required for all drainage swales;
(e) Any reinstatement of public road rights-of-way must be sodded; and
(f) Hydraulic seeding is permitted in all other areas where sod is not required. Broadcast seed is not permitted unless used for spot repairs.

.3 For any parking lots located in the front yard,

a minimum 2 m wide hard-surfaced sidewalk shall connect the front door of the building to any adjacent sidewalks adjoining the property if present.

.4 Driveways, parking areas, storage areas, and loading and unloading areas shall be separated from landscaped areas by continuous concrete curbing unless the design is part of a larger stormwater management strategy using rain gardens, engineered wetlands or other stormwater measures.

.5 Slopes shall be no steeper than 3 horizontal to 1 vertical, except as an engineered retaining structure. All slopes shall be vegetated (not necessarily grass) and no riprap stone armouring is permitted on any site unless it is not materially visible from any road or sidewalk.

.6 No permanent or temporary structures are permitted in the public road right of way and any disturbance to the public right-of-way shall be reinstated to existing or better condition including damages to trees, grass, lights or power infrastructure. Only driveways and walkways are permitted in the public right-of-way.

.7 All main entries should be well landscaped to a scale that is appropriate for the scale of the building and the importance of the entry sequence.

.8 Every institutional use with more than 30 employees working in the building must include a well designed outdoor rest area complete with features such as outdoor seating, picnic tables, wind shelter, landscaping, or hardscape areas. The area should be no less than 1.5 m² for every employee parking space and the area should be located to maximize use and enjoyment by staff.

.9 The front doors must connect to adjacent sidewalks and parking areas by a hard-surfaced walkway no less than 1.8m wide.

.10 All disturbed surfaces shall be sodded or hard-surfaced (asphalt, pavers, concrete). Gravel or bare earth is not permitted except within fenced storage compounds (1.8 m min. fence).

.11 Front yards shall be landscaped with grass and shrub bed(s) at a rate of 0.5 m^2 of shrub bed per metre of frontage and one tree in the front yard for every 8 m of frontage. Decimal results shall round up.

.12 Garbage and refuse containers shall be concealed from the view of adjoining properties and public streets by means of a screening fence of material compatible with the architecture of the building. These screening elements shall be integrated with the concept of the site and building plan; be designed so as not to attract attention; and shall be located in the most inconspicuous manner possible.

.13 Properties that abut residential uses shall include a 3 m wide landscape buffer along the abutting property line that includes:

(a) A 1.8 m high (min.) opaque fence
(b) One 60 mm caliper tree per 8 m of side or rear yard planted in the landscape buffer placed to block light and views.
(c) For buildings that have been set back more than 3 m from the front lot line, no less than 1 tree shall be planted per front yard.

.14 The Development Officer may forgo these landscape requirements if it can be demonstrated that any of these requirements do not apply on a specific site. In addition, they may require additional requirements on a site specific basis to deal with special site consequences.

PART 25
PPS - Parks & Public Spaces

25.1 INTENT

This part aims to safeguard and enhance lands designated as parks and public spaces, ensuring they serve as accessible and multi-functional amenities that enrich the aesthetic, recreational, ecological, and social fabric of Charlottetown. It supports the City's Official Plan by preserving open areas for leisure, community gathering, and environmental conservation, promoting equitable distribution across neighbourhoods while reinforcing connectivity with active transportation networks.

25.2 RE-ZONING

.1 Rezoning from PPS to any other zone may be considered where the rezoning request aligns with the policies of the Official Plan.

25.3 PERMITTED USES

.1 The following uses are permitted in the PPS Zone:

(a) Active Recreation
(b) Cemetery
(c) Community Gardens
(d) Community Institutional
(e) Cultural Establishment
(f) Golf Course
(g) Government Office
(h) Library
(i) Recreation or Fitness Centre (indoors)
(j) Trail System

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area	min. 930 m²
(b) Frontage	min. 24 m
(c) Front Yard Setback	min. 7.6 m
(d) Flanking Yard Setback	min. 7.6 m
(e) Side Yard Setback	min. 3 m
(f) Rear Yard Setback	min. 6 m; 10 m when abutting RN, or RM
(g) Coverage	max. 60%

.3 Accessory buildings are permitted in accordance with Section 3.1.

25.4 PERMITTED WITH CONDITIONS

.1 Permitted encroachments into the setbacks are listed in Table 3.2.

.2 Commercial buildings and seasonal kiosks may be permitted by development agreement.

.3 Temporary commercial events may be permitted by agreement with the City.

25.5 BUILT FORM REQUIREMENTS

.1 More than one building per lot is permitted.

.2 The maximum building height shall be 4 storeys.

.3 Buildings shall be constructed of high-quality materials excluding:

(a) Vinyl siding
(b) EIFS / synthetic stucco (Exterior Insulation and Finish Systems)
(c) Imitation stone/brick panels (faux masonry veneer), stone-tile, plastic laminates or other synthetic materials that mimic real stone or real wood.
(d) Concrete block (CMU) exposed finishes
(e) Unfinished or painted metal sheet siding
(f) Reflective or mirrored glass

.4 The City may also approve other materials it determines are compatible with any permitted materials if it finds that the use of these materials will not have a detrimental effect upon adjacent property values.

.5 The City, or its partners, may establish design guidelines or operating covenants at their discretion with groups or individuals to operate park facilities, events or special uses within the PPS Zone.

PART 26
POS - Privately-owned Open Spaces

26.1 INTENT

The intent of this chapter is to regulate the use and preservation of privately-owned open spaces, including golf courses, driving ranges, and similar recreational lands, recognizing their dual role as community amenities and significant landscaped areas within the urban fabric. These lands are intended primarily for outdoor recreational use, while maintaining their contribution to the City's green space network, stormwater management, and ecological systems.

26.2 RE-ZONING

.1 Rezoning from POS to any other zone may be considered where the rezoning request aligns with the policies of the Official Plan.

26.3 PERMITTED USES

.1 The following uses are permitted in the POS Zone by Site Plan Approval:

(a) Golf Course

.2 This use is permitted provided that the following lot requirements are met:

(a) Lot Area	min. 930 m²
(b) Frontage	min. 24 m
(c) Front Yard Setback	min. 7.6 m
(d) Flanking Yard Setback	min. 7.6 m
(e) Side Yard Setback	min. 3 m
(f) Rear Yard Setback	min. 6 m; 10 m when abutting RN, or RM
(g) Height	max. 4 storeys
(h) Coverage	max. 60%

.3 Accessory buildings are permitted in accordance with Section 3.1.

26.4 BUILT FORM REQUIREMENTS

.1 The maximum building height shall be 4 storeys.

.2 Up to four buildings per lot are permitted by Site Plan Approval.

26.5 PERMITTED WITH CONDITIONS

.1 Notwithstanding section 26.3, additional residential uses may be considered through the Development Agreement Pathway in accordance with section 2.5.

.2 Permitted encroachments into the setbacks are listed in Table 3.2.

PART 27
UE - Urban Expansion

27.1 INTENT

The Urban Expansion Zone is intended to ensure that future greenfield development proceeds through coordinated secondary planning and creates complete communities with a mix of residential densities, complementary uses, community amenities, infrastructure and protected natural assets. The zone also provides a transitional framework that allows approved Development Concept Plans on former Comprehensive Development Area lands to proceed to completion while requiring secondary planning for material amendments.

27.2 RE-ZONING

.1 Rezoning from the Urban Expansion Zone shall only be permitted:

(a) under an approved Legacy Development Concept Plan, following completion of development, the lands shall be rezoned from Urban Expansion to the zone or zones that most closely correspond with the approved land uses and developments; or

(b) lands included in an adopted secondary plan, shall be rezoned from Urban Expansion to an appropriate zone or zones outlined in the secondary plan.

27.3 PERMITTED USES

.1 Single-detached dwellings in accordance with the RN Zone requirements.

27.4 PERMITTED WITH CONDITIONS

.1 Additions and accessory buildings associated with a permitted single-detached dwelling may be permitted in accordance with this bylaw, including Section 3.1.

.2 Notwithstanding Section 27.3, a use, development or subdivision may be considered through the Development Agreement Pathway in accordance with Section 2.5 where it:

(a) implements an adopted Secondary Plan; or

(b) is authorized by and consistent with an Approved Legacy Development Concept Plan.

.3 Except as provided by Sections 27.3 and 27.6, no development or subdivision shall be approved in the Urban Expansion Zone before completion of the applicable secondary planning process.

27.5 SECONDARY PLANNING

.1 A secondary planning process shall be authorized by Council and shall apply to the geographic area determined by Council.

.2 A secondary planning process shall include public consultation and shall consider:

(a) the proposed distribution, mix and density of land uses;
(b) connections to existing and planned street, transit and active transportation networks;
(c) the location, capacity and phasing of municipal services;
(d) parks, public spaces and community facilities;
(e) existing and potential ecological and agricultural functions;
(f) the protection and integration of natural assets;
(g) stormwater management and conservation measures;
(h) development phasing and coordination between properties and landowners;
(i) the fiscal, social and environmental viability of the proposed development;
(j) the long-term public benefits resulting from the development; and
(k) any other matter identified by Council.

.3 A secondary planning process is complete when Council has adopted a Secondary Plan and any related Official Plan amendments required to implement the Secondary Plan.

.4 Following adoption of a Secondary Plan, development shall proceed in accordance with:

(a) the Secondary Plan;
(b) the zone or zones established to implement the Secondary Plan;
(c) any applicable Development Agreement; and
(d) all other applicable provisions of this bylaw.

27.6 APPROVED LEGACY DEVELOPMENT CONCEPT PLANS

.1 For the purposes of this Part, Legacy CDA Lands means lands that were zoned Comprehensive Development Area immediately before the effective date of this bylaw.

.2 An Approved Legacy Development Concept Plan means a Development Concept Plan:

(a) approved by Council before the effective date of this bylaw;
(b) applicable to Legacy CDA Lands; and
(c) including its approved schedules, associated Development Agreement and amendments approved before the effective date of this bylaw.

.3 Development and subdivision authorized by an Approved Legacy Development Concept Plan may proceed to completion without completing a secondary planning process and shall proceed in accordance with:

(a) the Approved Legacy Development Concept Plan and its approved schedules;

(b) the associated Development Agreement;
(c) the conditions of the original Council approval; and
(d) the zoning and development requirements applicable when the Development Concept Plan was approved, except where current legislation or other applicable law requires otherwise.

.4 Nothing in this section authorizes development that materially departs from the land uses, density, building form, infrastructure or phasing authorized by the Approved Legacy Development Concept Plan. Changes shall be considered in accordance with Section 27.7.

.5 A working site plan or building plan for an outstanding phase shall be reviewed in accordance with the process established by the Approved Legacy Development Concept Plan or associated Development Agreement. Where no process is established, Council may approve the plans on the recommendation of the Planning Board where they are consistent with the Approved Legacy Development Concept Plan.

.6 Security may only be required where authorized by the Approved Legacy Development Concept Plan, associated Development Agreement or the requirements applicable when the Development Concept Plan was approved.

.7 An application for a Development Concept Plan accepted as complete but not decided before the effective date of this bylaw shall be processed in accordance with the former bylaw.

.8 Former Comprehensive Development Area lands without an Approved Legacy Development Concept Plan or an application protected under Section 27.6.7 are subject to the secondary planning requirements of Section 27.5.

27.7 CHANGES TO APPROVED LEGACY DEVELOPMENT CONCEPT PLANS

.1 A minor change that does not alter the approved intent of an Approved Legacy Development Concept Plan does not constitute an amendment and may be approved by the Development Officer where the change:

(a) does not change an approved land use;
(b) does not materially change the approved density, building height or built form;
(c) does not materially alter the approved street network, municipal servicing, parkland, public space or environmental protections;
(d) does not materially affect an adjacent property or approved phase;
(e) remains consistent with the associated Development Agreement; and
(f) complies with all other applicable requirements.

.2 Minor building additions, lot-boundary adjustments, lot consolidations and subdivisions required to implement the approved lot layout may be considered minor changes where they meet the requirements of Section 27.7.1.

.3 A proposed change that does not meet the requirements of Section 27.7.1 constitutes a material amendment to the Approved Legacy Development Concept Plan.

.4 A material amendment shall not be considered until:

(a) a secondary planning process has been completed for the area determined by Council; and

(b) the proposed amendment is consistent with the resulting Secondary Plan.

.5 Following completion of the secondary planning process, the proposed development shall be implemented through the applicable rezoning and development approval processes under this bylaw rather than as an amendment to the Approved Legacy Development Concept Plan.

PART 28
DEFINITIONS

28.1 DEFINED USES

Abattoir means the use of land, a building, or a structure in which animals are slaughtered and may include the packing, treating, storing, and sale of the product on the premises.

Accessory Dwelling Unit, Attached means a dwelling unit that is attached to the structure of an existing dwelling**.**

Accessory Dwelling Unit, Detached means a detached accessory building used, or intended to be used, as a dwelling unit.

Active Recreation means recreational activities, such as organized sports that require specialized facilities and development.

Agricultural and Resource Land Use means the non-intensive use of land, buildings or structures for the production of crops, animal husbandry or other similar uses normally associated with agriculture. Agricultural resource uses may also include retail or market outlets for the sale of agricultural goods; but shall not include intensive fowl, livestock, a kennel, or a fox farm operation.

Airport means the use of land or a building to facilitate the landing and handling of aircraft, their passengers, baggage, and freight, and may include secondary uses such as a ticket office, eating and drinking establishment, convenience store, retail store, transportation services and parcel and freight shipping facilities.

Animal Shelter means a building or structure used for the care of lost, abandoned, or neglected animals and operated by a public or semi-public authority, or by a non-profit private organization. Use as a kennel shall be limited to short-term boarding and shall be incidental to care provided.

Automobile Body Shop means a building or a clearly defined space on a lot used for the repair and servicing of motor vehicles including body repair, painting, and engine rebuilding, and includes storage for automobile towing establishments but does not include an automobile service station or automobile sales and services.

Automobile Service Station means an establishment where gasoline, oil, grease, anti-freeze, tires, and accessories for motor vehicles are stored and kept for sale, and where repairs of automobiles and trucks not exceeding one-and-one-half-tons may be repaired, including alignment, muffler, automotive glass, transmission repair, vehicle upholstery shops, tire stores, and car washes. This use may also be connected with a convenience store. “Automobile Body Shop” is a separate use.

Automobile Sales and Services means a building or lot used for the sale and/or rental of passenger vehicles, trucks, vans, motorcycles, snowmobiles, tent and holiday trailers, boats or other recreational vehicles or craft, and includes supplementary vehicle maintenance, sale of vehicle parts and accessories, and dispensing of motor fuel to vehicles owned or rented by the vehicle sales and rental service.

Bulk Fuel Station means an establishment for the storage and distribution of petroleum products in bulk quantities, and may include retail sales or processing. Accessory uses may include tanker vehicle storage and key-lock pumps. Storage tanks under 4000 USWG fall under the installation regulations of the Province (and CSA Standards B-149.2) and over that size tank used for storage, the City of Charlottetown under the Fire Prevention Bylaw which adopts NFPA 1 and thereby, NFPA 58 may be applied for new or expansion of bulk fuel stations and distribution sites in the City.

Cannabis Retail Store means the premises specified in a retail cannabis license where the retail sale of cannabis is authorized.

Cemetery means land that is used as a place for the interment of the dead or in which human bodies have been buried.

Club (Including Commercial, Private or Service Clubs) means an association of persons united by a common interest and who meet periodically. The building in which the club meets may be licensed to serve alcoholic beverages.

Cluster Housing means a form of residential development where up to 8 dwelling units or residential buildings are grouped on a portion of a lot, site, or parcel to preserve land for recreation, open space, shared amenity space, or the protection of environmental, historical, cultural, or other significant features. Cluster housing may include shared access, parking, servicing, amenity space, reduced lot areas, reduced setbacks, or other site design techniques, provided that any resulting open space or protected area is secured through a legal mechanism acceptable to the City.

Commercial Daycare Centre means an establishment for the provision of care and supervision of children, as regulated in the Early Learning and Child Care Act R.S.P.E.I. 1988, Cap. E-.01 and amendments thereto.

Community Care Facility means a facility licensed as such pursuant to the Community Care Facilities and Nursing Homes Act R.S.P.E.I. 1988, Cap. C-13 and amendments thereto.

Community Garden is a single piece of land gardened collectively by a group of people. Community gardens are run by dedicated non-profit community groups. Each garden is unique with different numbers of garden plots, costs for plots and availability.

Community Institutional means a charitable or non-profit organization or government service which provides a neighbourhood or community service in a residential area.

Convenience Store means a small retail store, located in a convenient site in a neighbourhood, that serves the daily or occasional needs of residents in the immediate area with a variety of goods such as groceries, meats, beverages, dairy products, delicatessen products, sundries, tobacco, incidental hardware, newspapers, magazines, and videos.

Cultural Establishment means an establishment used for display, storage, restoration, or events related to art, literature, music, history, or science. This term refers to uses such as art galleries, Theatres, libraries, auditoria, archives, interpretive centres, and museums.

Dormitory means a building or structure where residents have exclusive use of a bedroom but common washroom and/or kitchen facilities, and where each resident individually compensates the owner for providing the accommodation.

Drive-thru Business means an establishment which is designed to provide either wholly or in part, service to customers while in their motor vehicles.

Dwelling means a building or portion of a building containing 1 or more dwelling units.

- **Dwelling, Apartment** means a commercial building contaning 4 or more dwelling units sharing a common entrance.
- **Dwelling, Duplex** means a building divided horizontally into 2 dwelling units (an upper and lower unit) each with an independent entrance, either directly or through a common vestibule.
- **Dwelling, Mini-home** means a dwelling having a maximum width of 5 m that is substantially assembled in a manufactured plant, and designed to be transported (either on its own chassis or on a truck or trailer) as one integral unit and placed on a lot for year round living.
- **Dwelling, Modular** means a dwelling unit of at least 7 m in width constructed in accordance with the standards set forth in the Charlottetown Building Code Bylaw and composed of components substantially assembled in a manufacturing plant and transported to the lot for final assembly. A modular dwelling may also consist of two or more sections transported to the site in a manner similar to a mini-home or a series of panels or room sections transported on a truck and erected or joined together on a lot.
- **Dwelling, Multi-unit** means a building containing three or more dwelling units.
- **Dwelling, Townhouse** means a building that is divided vertically into three or more dwelling units, each of which has independent entrances.
- **Dwelling, Two Unit** means a building containing 2 dwelling units.
- **Dwelling, Semi-detached** means a building divided vertically into two side-by-side separate dwelling units each of which has independent entrances.
- **Dwelling, Single-detached** means a stand-alone building that contains 1 dwelling unit and is not attached to another dwelling by a common wall or roof.

Dwelling Unit means a suite operated as a housekeeping unit, used or intended to be used by 1 or more persons and containing independent cooking, sleeping and sanitary facilities, but does not include a lodging house, hotel, hostel, or recreational vehicle.

Eating and Drinking Establishment means an establishment where food is prepared and served, and may include alcoholic and non-alcoholic beverage service.

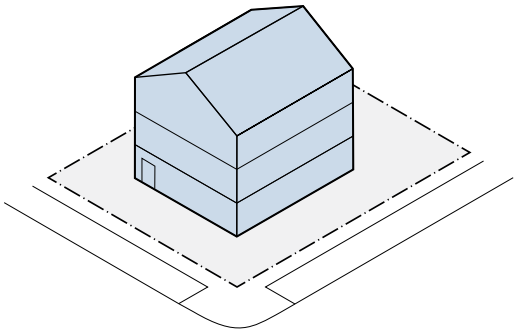
Educational Institution means an establishment providing academic and/or technical instruction, and may include supplementary school cafeterias, book stores, amusement activities, recreation facilities, instruction function, and community assembly uses. This term refers to uses such as public and private schools, colleges, and universities.

Entertainment Establishment means an establishment providing musical, dramatic, dancing, or cabaret entertainment and/or facilities for alcoholic beverage consumption and supplementary food service. This term refers to uses such as a theatre, cinema, auditoria, beverage room, cocktail lounge, cabaret, casino, nightclub, Theatre restaurant and other establishments that are used to host special events.

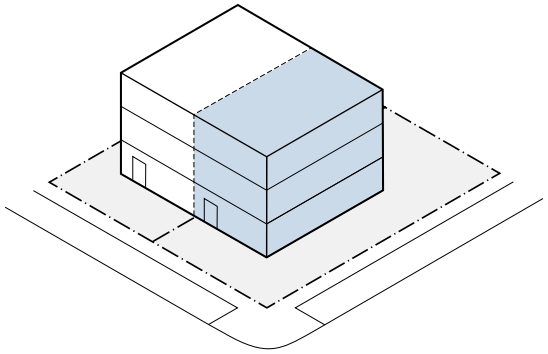
Equipment Sales, Rental Service means an establishment for the retail sale, wholesale distribution, rental and/or service of equipment. This term does not include heavy equipment repair or automobile sales and services.

Dwelling Unit Types

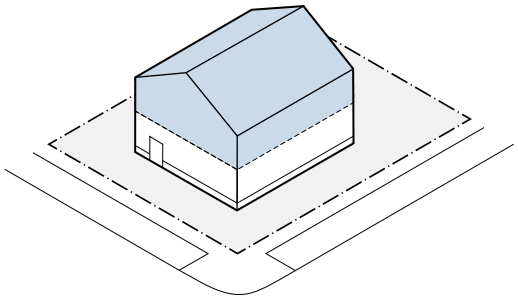
a. Single detached dwelling



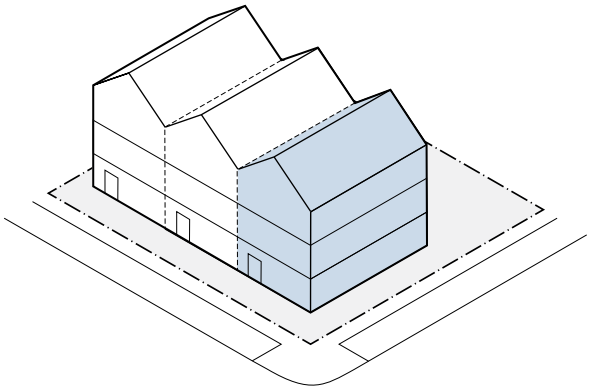
b. Semi-detached dwelling



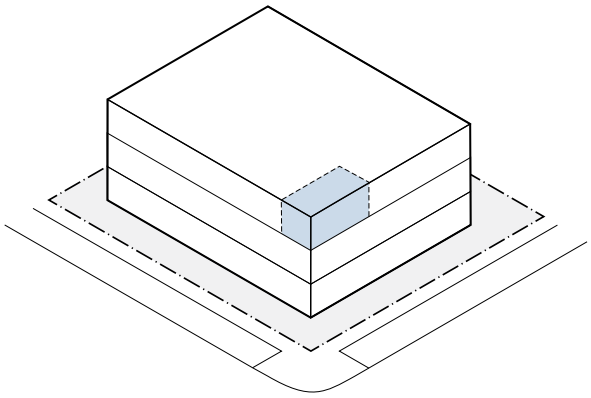
c. Duplex dwelling



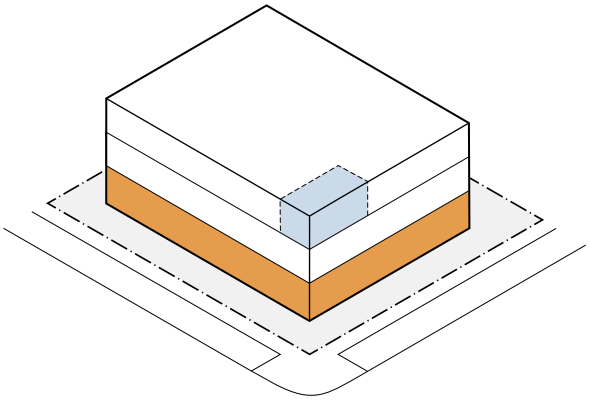
d. Townhouse



e. Multi-unit Dwelling



f. Mixed use building



Dwelling Unit

Commercial Space

Events Hosting refers to a temporary gathering activity, or function that takes place within a designated area for a specific duration of time. It may include festivals, fairs, concerts, exhibitions, and other similar social or cultural occasions organized by numerous groups, individuals, government organizations, non-governmental organizations, event promoters or management firms.

Extractive Facilities means all buildings, aggregate plants material storage areas, and weigh scales associated with extractive uses, but does not include structures or storage areas which are fundamental to the activities of mining.

Feedmill means a mill for the processing, blending, grinding, and mixing of grains, seeds, and concentrates.

Fire Station means a building or structure used for storage of firefighting apparatus such as fire engines and related vehicles, personal protective equipment, fire hoses and other specialized equipment. It may also have secondary uses, such as dormitory living facilities and work areas for the use of fire fighters.

Forestry Related means a commercial silviculture or the production of timber or pulp and any other uses associated with forestry including sawmills, related vehicle and equipment storage, accessory buildings and yards, as well as retail and wholesale outlets for wood and wood products.

Funeral Establishment means an establishment or part thereof used for human funeral services, and may include space and facilities for autopsies, embalming and short-term storage of human remains; as well as chapels and crematoriums.

Garden Centre means an establishment for the growing, storage, and/or sale of garden, household, and ornamental plants and trees, and includes supplementary retail sale of fertilizers, garden chemicals, garden implements, and associated products.

Golf Course means a public or private area operated for the purpose of playing golf and related activities including a club house and administration building. The foregoing is specifically limited by excluding permanent residential accommodation of any type except a dwelling unit or dwelling units provided for maintenance or security personnel.

Government Office means an office used by the public (federal, provincial or municipal) sector government including crown corporations and government agencies to conduct public administration or a person funded by a government to conduct programs or projects on behalf of the government.

Greenhouse means a permanent or temporary structure used for the growing, storage and sale, or any one of the foregoing, of trees as well as garden, household, and ornamental plants.

Grocery Store means a retail store which primarily sells food as well as other convenience and household goods.

Heavy Equipment Repair means an establishment for the repair of vehicles, construction equipment and apparatus, as well as equipment associated with any form of heavy manufacturing.

Hospital means a building used for the observation, medical and dental care and supervision, and skilled nursing care of persons afflicted with or suffering from sickness, disease, injury, or for convalescing or chronically ill persons.

Hostel means a commercial lodging establishment providing temporary accommodation for travelers, generally with shared sleeping rooms or common facilities.

Hotel means a commercial building providing temporary overnight accommodations for travelers or transients in separate guest rooms or suites. A hotel may include accessory reception facilities, dining facilities, meeting rooms and other related services. This use includes a motel but does not include a hostel, lodging house, tourist accommodation or transitional housing facility.

Kennel means a building or structure where more than two domestic animals are kept for commercial breeding, showing, or boarding with or without veterinary care.

Laundromat means an establishment where individual washing machines and clothes dryers are operated by the customer or by an attendant, but does not include a pressure steam boiler, flat work ironing equipment, garment pressing, or shirt finishing equipment.

Library means a building containing printed and pictorial material for public use for purposes of study, reference and recreation.

Limited Car Rental Operation means a use that permits a maximum of 10 passenger motor vehicles (including light trucks, SUVs, and minivans) not exceeding 1 ton capacity that are rented to the public and may include the cleaning of such vehicles.

Lodging House means a building that supplies lodging and may provide meals for compensation to board between 9 to a maximum of 16 persons by way of providing lodging rooms, which is not open to the public but does not include a group home, transitional housing facility or a tourist accommodation.

Manufacturing, Heavy means the production, compounding, processing, crating, bottling, packing, or assembly of raw or pre-processed materials including refining, smelting, forging, stamping, blanking, punch-pressing, or the manufacturing of chemical products.

Manufacturing, Light means the production, compounding, processing, packaging, crating, bottling, packing, or assembly of raw or pre-processed materials, but excluding refining, smelting, forging, stamping, blanking, punch-pressing, and the manufacturing of chemical products.

Marijuana Production Facility means premises used for growing, producing, testing, destroying, storing, or distribution of marijuana.

Marina, Commercial means a public, private, or commercial dockage which provides the services of a marina, in addition to eating and drinking establishments, recreational equipment rental/ services and businesses where watercraft are operated for the purposes of providing marine tours or charters.

Marine Gas Station means a specialized facility located on docks, piers, or floating barges that stores and dispenses marine fuels like gasoline and diesel for watercraft.

Medical, Health and Dental Office means an establishment used by qualified medical practitioners and staff for the provision of medical, health and dental care on an outpatient basis. This term refers to such uses as medical and dental offices, physiotherapy services, chiropractic services, counselling services, and ancillary clinic counselling services, but does not include veterinary services.

Office means an establishment to accommodate professional, managerial, clerical services, consulting services, the administrative needs of business, government, and other organizations, or the sale of services such as travel agents and insurance brokers.

Outdoor Retail Display means an area of land where goods are displayed which are available for sale to the

general public from a retail outlet located on the same lot or on another lot. Without limiting the generality of the foregoing, outdoor display includes the display of cars, trucks, vans, motor homes, trailers, boats, snowmobiles, motorcycles, swimming pools, decorative fountains, as well as prefabricated mini or modular dwellings and cottages.

Outdoor Storage means the storage of merchandise, goods, inventory, materials, equipment, or other items by locating them on a lot exterior to a building.

Parking Lot or Area means an open area, other than a street, containing parking spaces for four or more motor vehicles which is available for public use or as an accommodation for clients, customers, or residents, and which has adjacent access permitting ingress or egress of motor vehicles to a street by means of driveways, aisles, or manoeuvring areas where no parking or storage of motor vehicles is permitted.

Parking Structure means a covered or enclosed building containing communal parking spaces for the parking and/or storage of vehicles.

Personal Service Shop means a business premise in which people provide services directly for and to other individuals for their personal needs. Without limiting the generality of the foregoing, this definition may include a barber shop, hairdresser, aesthetician, shoe repair and shoe shining, tailor, laundry, and dry cleaning depots, but excludes the manufacturing or fabrication of goods for retail or wholesale distribution.

Place of Worship means lands or buildings used for worship by an association of persons and may include such accessory uses as an assembly hall, a residence for the head of congregation and/or caretaker, a nursery school, and a school or religious education.

Police Station means the office or headquarters of the Charlottetown Police Department or the RCMP.

Port Land Uses means any land use or building used to support port activities and that which is owned, managed or operated by the local port or harbour authority.

Public Utility Service Operation means the land, building or structure of which the proprietor of the public utility maintains its offices, or maintains and houses equipment used in connection with the utility service, and includes a water or sewerage pumping station, water storage reservoir, substation, road salt storage facility or government owned garage.

Recreation or Fitness Centre means a building or part of a building in which a recreational activity is performed and for which a membership or instruction fee may be charged and without limiting the generality of the foregoing includes weight-lifting, boxing or racquet sport clubs, martial arts school, and yoga and dance studios.

Recycling Depot means a building, structure, or land which is used for the deposit, collection, and handling of waste paper, rags, tires, bottles, or other materials which are to be delivered wholesale to other operations for reclamation, processing, or salvage, but shall not include any such salvage or processing on the same lot or within any building used as a recycling depot. “Salvage or Waste Disposal Facility” is a separate use.

Research and Development Facilities means a building or place used primarily for the operation of scientific research, investigation, testing or experimentation but not facilities for the manufacture or sale of products, except as incidental to the main purpose of the laboratory.

Retail Store means an establishment for the retail sale or rental of merchandise, including hardware,

from within an enclosed building. This definition may include supplementary postal services, film processing, repair or merchandise sold or rented by the store, and food consumption areas not exceeding 20 percent of the Gross Floor Area.

Retail Warehouse means a building or structure, or part thereof, where specific commodities are stored and sold. This definition includes home furnishings and products such as furniture and garden furniture, appliances, electrical fixtures, carpets, floor coverings, building supplies, plumbing supplies, decorating supplies, catalogue sales, and sporting goods.

Salvage or Waste Disposal Facility means an establishment for purchasing, receiving, re-sale, or transporting of spent materials or substances which may generate a detrimental impact or nuisance. This definition refers to uses such as salvage and scrap yards, garbage container services, and effluent tanker services. "Recycling Depot" is a separate Use.

Seniors Housing means housing intended primarily for seniors, which may include independent dwelling units, shared amenity areas, and optional support services, but does not include a community care facility, nursing home, or hospital unless licensed or approved as such.

Service Repair Establishment means a building, or part thereof, for the servicing or repairing of articles, goods, or materials, but shall not include manufacturing or motor vehicle repair.

Shopping Centre means a commercial development containing 3 or more retail business establishments conceived and designed as a single structure; or a comprehensively planned commercial development project of two or more structures and multiple retail businesses with appropriate relationships between the buildings, activities, open spaces, parking areas, loading spaces, driveways, other shared facilities, public areas, and adjoining streets, and held in single or multiple ownership.

Storage Facility means a building or structure consisting of individual storage units accessible by the user, used for the storage of goods, wares, merchandise, items or things.

Theatre means a building, or part of a building, devoted to showing motion pictures, or for dramatic, musical, or live performances.

Tourist Accommodation means the use of all or part of a dwelling unit to provide temporary accommodation for travelers or transients for the exclusive use of the guest and the guest's party, and includes a bed and breakfast, heritage inn, or short-term rental. A tourist accommodation does not include a hotel, hostel, or lodging house.

Trail System means an area used for hiking, walking, biking, cross country skiing or other similar forms of non-motorized recreational travel.

Transitional Housing Facility means a facility for the temporary placement of people until they can be placed in a more permanent residence and/or temporary placement of people to be reestablished into society after receiving supervised care/ rehabilitation at a previous facility but does not include a group home, lodging house, nursing home, hotel, motel or a hostel.

Transport Terminal means the use of land, buildings, or structures for the purpose of storing, servicing, repairing, or loading of aircraft, trucks, transport trailers and/or buses.

Transportation Service means an establishment for aircraft and/or vehicles to transport people, documents, and packages. This term refers to uses such as aircraft carriers, bus lines, transit services, taxis, limousine services, and courier services.

Veterinary Services means the provision of services by veterinarians for the purposes of consultation, diagnosis, and treatment of animals and the necessary boarding thereof, and may also include the retailing of pet supplies.

Warehouse and/or Distribution Centre means an establishment used primarily for the storage, wholesaling, and distribution of goods and materials. This definition also includes self-storage units.

28.2 GENERAL DEFINITIONS

500 Lot Area means the Heritage Resource area identified within the City of Charlottetown that is generally located south of Euston Street.

Abut means where properties or lots share a common lot line or a common point along a lot line.

Accessory Building means a detached building or structure located on the same lot as a primary building, and the use of which is incidental or secondary to the primary building.

Accessory Use means the use of land or a building or portion thereof, customarily incidental and subordinate to the principal use of the land or building and located on the same lot. e.g., coffee roasting is an accessory use to the permitted retail sale of coffee beans.

Addition means an alteration to an existing building resulting in an increase in the Gross Floor Area of the building.

Affected Property Owners means each owner of property identified on the assessment roll in accordance with the Real Property Assessment Act, Cap. R-4, R.S.P.E.I. 1988, and as provided to the City by the Province at the beginning of each year (with printed and/or electronic updates throughout the year). The City is responsible for only those names on the latest electronic files for the assessment roll to the City when sending notices under the provisions of this bylaw.

Affordable Housing means housing that cost 30 percent or less of an individual's or family's gross income. This may include non-profit housing designed to be affordable to people with lower incomes or by people applying subsidies to afford market rate housing. It can include affordable rentals or attainable homes that are more affordable to purchase.

Airport Related Facilities means any facilities operated by the Charlottetown Airport Authority Inc in direct support of the Charlottetown Airport including fuelling facilities, hangars, terminals, training centres, emergency services, customs, security facilities, aviation schools, car rental facilities, etc.

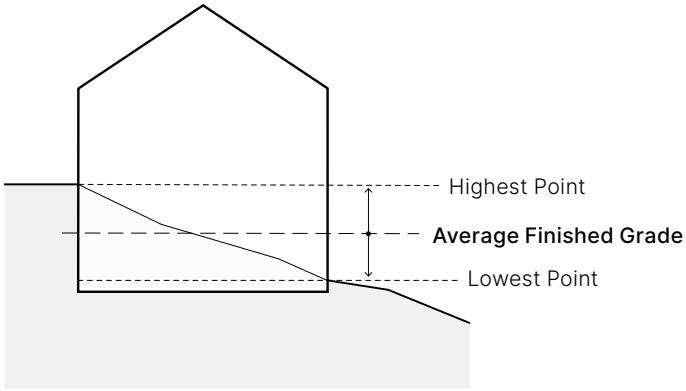
Alter or Alteration means to change in any manner, structurally or otherwise, in whole or in part, the exterior or interior of a building or structure, and includes to restore, renovate, repair, or change the design of such building or structure.

Amenity Space means non-commercial indoor or outdoor space dedicated for private or shared use by a building's occupants, such as balconies, grade-related dwelling unit patios, courtyards, planters and plots for gardening, rooftop barbecue areas, indoor and outdoor kitchens, swimming pools, saunas, fitness rooms, racquet or other sport courts, playgrounds, games and television rooms, exercise or art studios, music rooms, greenhouses, and meeting rooms.

Amenity Room means an indoor space dedicated for private or shared use by a building's occupants, such as exercise rooms, indoor kitchens, social rooms, swimming pools, saunas, art studios, music rooms, greenhouses, short-term rental for tenants, and tenant meeting rooms.

Architect means a practicing architect who is a member of The Architects' Association of Prince Edward Island (AAPEI).

Artisan Food and Beverage Production Facility means a place where a licensed micro-brewery or a licensed micro-distillery produces craft beer, cider and spirits; or a place where specialized food products or soft drinks are produced.



Attached means a building or dwelling connected to the primary building by means of a common wall, which depends for structural support or complete enclosure upon this division wall or walls shared in common with, or roof and enclosed walkway to allow access without a person going outside.

Authority Having Jurisdiction means the governmental body responsible for the administration and enforcement of any part of this bylaw or the official or agency designated by that body to exercise such a function.

Average Finished Grade means the average elevation of the finished ground surface at the exterior of a building where the ground meets the building, or, in the case of a structure, the average elevation of the finished ground surface immediately surrounding the structure, excluding any artificial embankment in both cases. When used in reference to a street, road, or highway, Average Finished Grade means the elevation of that street, road, or highway as established by the City or other designated authority.

Awning means a fixed or retractable hood or roof-like shelter that extends from an exterior building wall, and consists of fabric, canvas, plastic, or similar material that is supported by a frame.

Basement (or Cellar) means that portion of the foundation system partially or wholly below-grade level and which provides storage, utility, or living space.

Balcony means a railed elevated platform projecting from the wall of a building, and which is not connected to the ground by a staircase, and does not include a deck which is above grade.

Bicycle Parking (Class A) means an indoor facility which secures the entire bicycle and protects it from inclement weather, and includes any key secured areas such as lockers, bicycle rooms, and bicycle cages.

Bicycle Parking (Class B) means an outdoor bike rack facility which is secure, durable, anchored to a stable surface, and supports the bike frame at multiple points. Bike racks must be located in a visible and well travelled location within 30 m of a main entrance.

Block means a unit of land, the boundaries of which consist entirely of streets, rivers, railroads, parks, zone boundary, or any combination thereof.

Bonus Height means additional building height, not exceeding two storeys beyond the maximum height otherwise permitted in the applicable zone, that may be approved by the Design Review Board in accordance with Sections 2.10 to 2.12 in exchange for one or more secured public benefits. Approval of bonus height does not constitute development approval and does not replace any other approval required by this bylaw.

Booking means a confirmed reservation of a tourist accommodation by one guest and the guest's party.

Building includes any structure placed on, over or under the land used for the shelter, accommodation or enclosure of persons, animals or goods, and every part of the same and any external or projecting structures used in connection with such a building.

Building Area means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls.

Building Line means any line regulating the position of a building or structure on a lot.

Build-to Plane means the vertical plane that extends upward three storeys from a line drawn parallel to the street at the established front yard setback or extending to both the front and flanking yard setbacks if on a corner lot.

Bulk Chemical Storage means the storage of chemicals, including organic compounds, herbicides, fertilizers, and pesticides for use on or off-site, but excluding materials in packages or containers intended for retail sale to the public and materials to support research and teaching activities.

Bulk Mineral Storage means the storage of salt or other similar de-icing agents, sand, gravel, gypsum, or other similar materials for use on or off-site, but excluding materials in packages or containers intended for retail sale to the public or use by a public authority.

Business Premise means a location, building, or establishment where a commercial or industrial activity is undertaken, or where professional, personal or other services are provided to the public, typically for monetary gain.

Cafe means an establishment primarily serving coffee or tea and may also serve light meals, sandwiches and/or desserts.

Canopy means a rigid, permanent hood or roof-like shelter, other than a projecting roof, that extends from an exterior building wall, typically over a doorway, windows, or seating area.

Cantilever means an enclosed portion of an upper floor extending beyond a lower floor facade without structural support for the enclosed portion of the upper floor beyond the lower floor facade, excluding balconies.

Carport means an open-ended automobile shelter by the side of a building.

Car Wash means a building or structure containing one or more wash bays, attended or unattended by staff, wherein vehicles are washed. The car wash may operate on its own or in conjunction with an automobile service station.

Cash-in-lieu means an arrangement whereby an owner or applicant pays money to the City in substitution of a provision required under this bylaw, as a condition of approval of an application made under this bylaw.

Catering Establishment means a building where food is prepared for distribution and consumption outside the premises and does not include a restaurant, café, or drive-through facility.

Channel Letters means a type of sign where a series of single solid structures - each resembling a letter, number, logo, or other symbol - are affixed parallel to a wall or sign board in order to display a message. Channel letters may be lit by an internal or external light source, or by halo lighting.

Character-defining Elements means the materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the heritage value of the property, as identified in the statement of significance or equivalent heritage inventory document.

City means the City of Charlottetown established pursuant to the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1.

Clearance means the vertical distance from Grade to the underside of the sign or its supporting structure, whichever is less.

Commercial School means a school conducted for gain, and includes, but is not limited to, a secretarial school, language school, or driving school, but does not include a public school.

Commercial Motor Vehicle means any motor vehicle which is used for a business activity and which has as its main purpose financial gain and includes taxis, ambulance, trucks, tractors, tractor trailers, buses, delivery vehicles, and oil trucks, which has three or more axles.

Commercial Use means the use of a building or lot for the purpose of buying and selling goods and supplying services.

Community Building means a building or site owned by a government agency, non-profit organization, religious institution or philanthropic institution and used as a meeting place for entertainment or education or social activities by the general public on a regular or occasional basis and includes a church hall or a public hall.

Converted Dwelling means a building originally constructed as a single-detached dwelling which has been altered to house more than one dwelling unit.

Cooking facilities means any appliances or installations intended or used for the preparation or cooking of food, including a stove, oven, cooktop, microwave oven, hot plate, or similar appliance, whether permanently installed or not.

Council means the Mayor and Councillors of the City of Charlottetown.

Craft Products means products made by hand or small custom production processes including but not limited to potters, pewterers, goldsmiths, silversmiths, jewellers, toymakers, leatherworkers, upholsterers, woodworkers, furniture makers, musical instrument makers, clothing designers and makers, shoemakers, antique refinishers, glass or stained glass workers, sailmakers, small distilleries, and similar skilled craftspeople.

Curb Cut means the cutting or lowering of a curb, sidewalk, or boulevard to provide for vehicular and pedestrian access to a site.

Deck means an open, unroofed porch or platform extending from a building, and serving as an outdoor living area.

Design Review Board means the board or committee established by the City to process development applications subject to the design review process as per the provisions of this bylaw.

Design Review Roster means a roster of individual, external design reviewers whose professional expertise is sought by the City to evaluate development applications subject to the design review process as per the provisions of the bylaw.

Development shall have the same meaning as defined in the Planning Act, as may be amended and in the case of any dispute, the final determination shall be made by the provincial government department having responsibility for enforcement of such regulations.

Development Concept Plan means a detailed plan showing the proposed location, land use and form of all development of any land in a defined area.

Development Officer means the individual or such other designate as appointed by the Council charged by the City with the duty of administering the provisions of this and other planning-related bylaws.

Development Agreement means an agreement made between the City and a developer pursuant to the provisions of the Planning Act.

Developer means any person, incorporated body, partnership or other legal entity which undertakes a development.

Discriminatory Content means content that exhibits unjust, biased, slanted, or prejudicial messages that are linked or refer to age, race, skin colour, ethnicity, religion, sex, disability, sexual orientation, or gender identity. The definition of discriminatory content in this bylaw only applies to signs in the public right of way as outlined in section 9.4.1(i).

Domestic Animals means any animal that is tamed and kept under human control for companionship, assistance, or recreation, and includes animals such as dogs, cats, rabbits, ferrets, caged birds, and small rodents typically kept within a dwelling. For the purposes of this bylaw, domestic animal does not include livestock, poultry, bees, reptiles, amphibians, or wild or exotic species, whether or not such animals are tamed or kept as pets.

Easement means a right to use land, most commonly for access to over one property to another property or as a right-of-way for a utility service.

Electric Vehicle (EV) Charging

- **Level 1:** An electric vehicle charging method that uses a standard 120-volt AC power outlet, providing a slow charging rate typically sufficient for overnight charging or extended parking periods. Level 1 chargers supply power at approximately 2-5 kilometres of driving range per hour of charging.
- **Level 2:** A charging station that provides electric vehicle charging at 208-240 volts AC, capable of delivering power typically ranging from 3.3 to 19.2 kW, allowing vehicles to recharge fully within several hours, suitable for commercial, institutional, and residential use.

Emergency Services means any building or part of a building that houses an organization whose purpose is to provide police, ambulance, firefighting, or search and rescue services. These uses may also include, but are not limited to, the storage of emergency vehicles until they are dispatches, overnight accommodations for personnel directly related to the use, and associated training facilities.

Environmental Impact Assessment means a study prepared by a qualified professional that identifies natural features and ecological functions, assesses the potential impacts of a proposed development or subdivision, and recommends avoidance, mitigation, restoration, monitoring, or other measures.

Environmentally Sensitive Area means land or water that contains natural features, functions, or ecological processes that are particularly vulnerable to disturbance or degradation and that require protection, conservation, or special management. Environmentally Sensitive Areas may include, but are not limited to:

a) wetlands, watercourses, lakes, shorelines, and riparian areas;

b) floodplains, steep slopes, erosion-prone lands, and unstable soils;

c) areas of significant biodiversity;

d) environmentally significant woodlands, forests, or vegetation communities;

e) groundwater recharge areas, wellhead protection areas, or other sensitive hydrological features; and

f) lands designated or identified for environmental protection under an Official Plan, Zoning and Development Bylaw, Urban Forest Plan, provincial legislation, or approved environmental study.

Erect or Erection means to build, construct, re-construct, alter, or relocate, and without limiting the generality of the foregoing, shall be taken to include any preliminary physical operation such as excavating, grading, piling, cribbing, filling, or draining and structurally altering any existing building or structure by an addition or extension and placing, painting or installing of a sign.

Facade means an exterior building wall facing a street or open space.

Farm means a lot, buildings, and structures where the primary use for agricultural or resource land use. An accessory use to a farm may include a residential dwelling.

Farm Animal means any animal kept for agricultural purposes, including animals raised or kept for food, fibre, work, or breeding, and includes cattle, sheep, goats, pigs, horses, poultry, llamas, alpacas, and similar livestock species.

Fence means a constructed barrier of any material or combination of materials erected to enclose or screen areas of land.

Financial Institution means any chartered bank, trust company, credit union, or similar business.

First Storey means the storey or floor immediately above a cellar or basement, or where no basement or cellar exists the first floor shall be that floor at or above grade level and that which is not more than 2 m above grade.

Flag lot is the result of a subdivision where the flag (developable portion of the lot) is behind another lot and connected by the pole (a narrow strip of land that does not meet the required street frontage defined by the zone).

Flat Roof means a roof that is sloping no greater than 1:12.

Float Home means a structure incorporating a flotation system or a converted vessel that is used as a self-contained dwelling unit but is not intended for navigational purposes.

Flood Plain means the area of land adjoining a river, stream, or ocean which has been or may be hereafter covered by flood water and shall include land subject to flooding by tidal action.

Flood Tolerant means remedial measures undertaken to reduce flood risk on buildings in the flood plain area.

Floor Area means the total of the horizontal areas of each floor in a building or structure measured from the exterior of outside walls or outside finished partitions, but excluding any unfinished areas, porch, private garage or other rooms not inhabitable such as a furnace or mechanical room, washroom and ancillary facilities, common corridors and exits.

- **Commercial Floor Area** means the total usable floor area within a building used for commercial purposes, but excludes washrooms, furnace and utility rooms, and common areas between stores.
- **Dwelling Floor Area** means the aggregate floor area of all floors contained within the outside walls of a dwelling, excluding any private garage, porch, sunroom; unfinished attic, basement or cellar, or other room not habitable at all seasons of the year.

Floor Area, Gross means the total of the floor areas of a building above and below-grade, measured between the exterior faces of the exterior walls of the building at each floor level but excluding car parking areas, electrical and mechanical rooms, storage racking areas, washrooms, and common corridors within the building. For the purpose of 'bonus height', the sum of the total horizontal floor area of the

additional floor(s) measured from the interior face of the enclosing exterior walls.

Footprint means the area of a building on a lot, including land over which the building projects, but excluding any area below the eaves of a roof, and any portion not covered by a roof, such as unsheltered steps, verandas or decks.

Garage means an accessory building or part of a principal building designed and intended to be used for the storage of motor vehicles.

Garbage Container, means a receptacle, cart, bin, dumpster, or similar container used for the temporary storage of waste, recycling, or organic material.

Government Body means a municipal, provincial, or federal government agency.

Grade means the level of finished ground adjoining the exterior walls of the building, except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground.

Grading means the alteration of land levels, including the addition or removal of topsoil or other material of any kind.

Green Roof means a roof consisting of vegetation and soil planted over a waterproofing membrane (Canada Green Building Council), or a usable outdoor amenity space for building occupants that includes planters designed to allow vegetation to grow in a growing medium. These roofs must be designed by a qualified Landscape Architect, maintained regularly, and include plant species appropriate to Charlottetown's climate conditions to ensure long-term viability and sustainability.

Ground Floor means the lower most storey of a building which has more than one half of its height above the average finished grade level adjacent to the exterior walls of the building.

Group Home means a facility licensed or funded by the Province of Prince Edward Island that provides supervised living accommodation and personal care to residents and at least 1 staff person is in employment at the home but does not include a lodging house, transitional housing facility, tourist accommodation or home occupation.

Group Home Limited means a group home that provides supervised living accommodation and personal care to residents where there are 4 or less residents and a maximum of 2 staff persons at any given time but does not include a lodging house, transitional housing facility, tourist accommodation or home occupation.

Halo Lighting means a type of lighting that is used to illuminate signs. Halo lighting occurs when individually mounted opaque raised letters or symbols incorporate a back-lit, recessed light source behind mounted elements so that light source is not directly visible. The placement of halo lighting creates a “halo” or reflective rim effect around the mounted element so that it is visible in the evening or low light conditions.

Height means the vertical distance measured from average finished grade to the highest point of the roof surface in the case of a flat roof, or the ridge of a gable, hip, or gambrel roof, and excluding such structures as antennas, municipal water storage tanks, skylights, cupolas, elevator penthouses, mechanical penthouses, solar panels, chimneys, silos, smoke stacks, steeples and spires.

Heritage Inn means a Tourist Accommodation located within a property or structure registered by the Minister under the Heritage Places Protection Act R.S.P.E.I. 1988, Cap. H-3.1.

Heritage Resource as defined in the City of Charlottetown Heritage Preservation Bylaw.

High Water Mark means the ordinary high water mark reached by the average of the mean high tides over a lunar cycle.

Home Daycare means a home occupation for the provision of care and supervision of children as regulated in the Child Care Facilities Act R.S.P.E.I. 1988, Cap. C-5 and amendments thereto.

Home Occupation means an accessory use conducted in a portion of a dwelling unit, or within an accessory building, for pursuits which are compatible with a domestic household. A home occupation shall be clearly incidental and secondary to the residential use of the dwelling unit.

Home Occupation – Restricted means a room or rooms in a dwelling unit used for the operation of a business, where a maximum of one client may be on the premises simultaneously, without signage, and in which no employees, other than the resident, are employed.

Household means 1 or more persons living together as a single nonprofit, independent housekeeping unit, sharing all areas of the dwelling unit with up to a maximum of 4 tenants but does not exceed a maximum total of 8 persons when blended with tenants does not contain a lodging room(s) or is a lodging house.

Industrial Uses means the use of a building or lot for the manufacturing, processing, fabricating or assembly of raw materials or goods, warehousing or bulk storage of goods and related accessory uses.

Institutional Use means any educational or religious use, museum, public library, fire or police station, public works, hospital, nursing home, community building, recreational, cultural or open space use.

Interpretive Displays are educational exhibits used to translate historical, or cultural concepts into engaging, accessible stories. They combine text, high-quality visuals, and interactive elements to help communicate the historical or cultural significance of the area.

Intersection means the area embraced within the prolongation of the lateral curb lines; or, if none, then:

a) the lateral boundary lines of the roadways of two roadways which join one another at approximately right angles, or

b) the area within which vehicles, traveling upon different roadways joining at any other angle, may come in conflict.

Kitchen means a room or area equipped for the preparation and cooking of food, including cooking facilities, a sink with running water, and storage or counter space, whether the appliances are permanent or portable. The existence of a kitchen shall be deemed evidence of a separate dwelling unit when located within a self-contained portion of a building.

Land Use Buffer means a portion of any lot or parcel of land that is set aside to serve as a visual and spatial separation "through the use of a landscaped berm, trees or a man-made feature such as a wall, fence, or walkway" between a specified land use that is carried out on the lot and a different land use that is carried out on the adjacent lot.

Landscape Architect means a person who is a member in good standing in the Atlantic Provinces Association of Landscape Architects (APALA);

Landscaped Area means a portion of a lot which is not used for buildings or structures, parking spaces or driveway, and which may contain any combination of trees, shrubs, flowers, grass or other horticultural elements, decorative stonework, pavers, screening or elements, all of which are designed to enhance the

visual amenity of a property or to provide an amenity for common use by the occupants of a building.

Landscaped Island means an island in a parking lot which is the same size as a parking stall which includes a 60 mm caliper tree or larger, shrubs and/or ornamental grasses, perennials or annuals, or stormwater gardens for stormwater management. The island includes curbs where it borders pavement. Each island is usually set at a rate depending on the number of parking spots in the parking to maximize shade and reduce the urban heat island effect.

Level of Service of a street is a measure of its vehicular capacity. Six levels of service (A to F) are identified in the Transportation Association of Canada manual. Level of service "A" is identified as "free" vehicular flow with few conflicts or interruptions. Level of service "F" is identified as highly congested stop-and-go with many vehicular conflicts and interruptions. The level of service for a particular street is a measure of speed and travel time, traffic interruptions or restrictions, freedom to maneuver, safety, driver comfort and convenience, and economy.

Light Industrial Use means the use of a building or part thereof for research and development facilities; small scale processing and fabrication operations; or small-scale light manufacturing operations.

Limited Institutional Use means the small scale use of land, or building by an incorporated body or society for promoting a particular purpose or for providing a service, including private schools, daycare facilities, medical clinics, places of worship, nursing homes, and private non-profit clubs for five to ten persons.

Live-Aboard Vessel means any vessel or watercraft (sail or powered) that is occupied for rent to the public for residential purposes (self-contained dwelling) that can either be anchored or moored to a dock. This definition does not apply to live-aboard vessels that are used by a boat owner in a commercial marina to reside on their vessel overnight.

Loading Space means an area of land which is used for the temporary parking of a commercial vehicle while merchandise or materials are being loaded or unloaded from the vehicle.

Lodging Room means a bedroom within a lodging house that is provided for the exclusive use of one or more occupants and is not intended for use by occupants of another lodging room.

Lot means a parcel of land, whether or not it is shown as a lot on a filed plan of subdivision, which is occupied by one or more buildings, structures, or uses, and including all yards and landscaped areas required by this bylaw, and is registered in the Registry of Deeds.

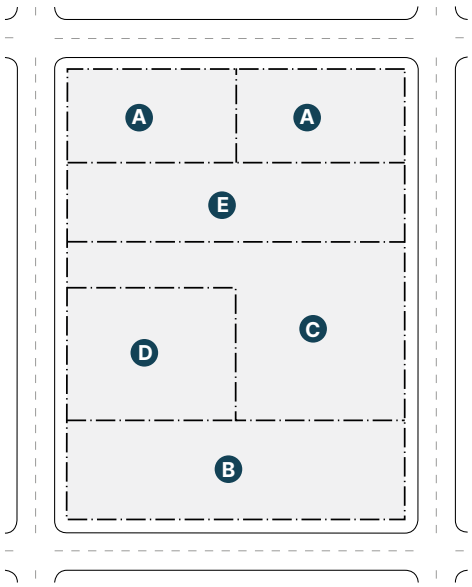
- **Corner Lot** means a lot situated at the corner or intersection of two streets, of which two adjacent sides abut the intersecting streets and contain an angle of not more than 135 degrees.
- **Flanking Lot** means a lot situated at the intersection of three or more streets.
- **Flag Lot** means a lot situated at the rear of another lot having normal street frontage and depending on a narrow strip of land which is part of the lot, for access to a street.
- **Interior Lot** means a lot abutting only a single street.
- **Through Lot** means a lot bounded on two opposite sides by streets.

Lot Area means the total area within the lot lines of a lot, excluding the horizontal area of a lot usually covered by water or marsh, or beyond the edge of a river bank or watercourse, or between the top and toe of a cliff or embankment having a slope of thirty degrees or more from the horizontal.

Lot Coverage means the percentage of lot area covered by buildings and structures, but does not include swimming pools or decks.

Lot Depth means the horizontal distance between the front and rear lot lines.

Lot Frontage means the horizontal distance between the side lot lines measured at the minimum front yard setback for the zone as measured parallel to the street. In the case of a lot with frontage on a curved street boundary or irregular shape, the lot frontage means a line measured along the arc of the curve of the street for the lot and established by the minimum front yard setback required for the zone in which said lot is located. Where a lot abuts two streets, the lot frontage means the lesser distance of the two frontages.



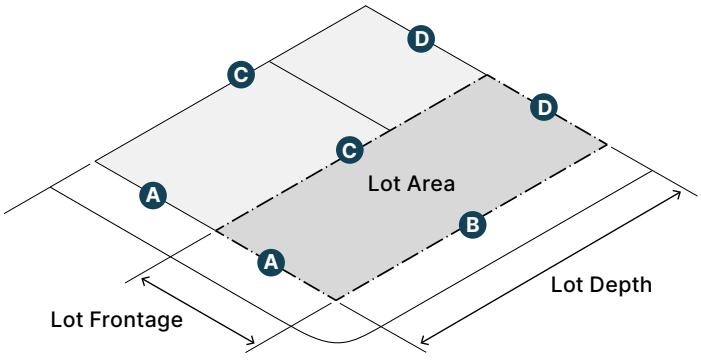
A Corner Lot
B Flanking Lot
C Flag Lot
D Interior Lot
E Through Lot

Lot Line means any boundary of a lot.

- **Flankage Lot Line** means a side lot line which abuts the street on a corner lot.
- **Front Lot Line** means the lot line abutting a street and is synonymous with streetline.
- **Interior Lot Line** means any lot line that is not coincident with a street.
- **Rear Lot Line** means the lot line furthest from or opposite to the front lot line.
- **Side Lot Line** means a lot line other than a front or rear lot line.

Maintenance means those actions undertaken to prevent the deterioration of a building or structure, but does not include any alteration, design change, and/or replacement where such replacement involves a change in design.

Main Wall means the exterior front, side, or rear wall of a building and all structural members essential to



A Front Lot Line
B Flankage Lot Line
C Side Lot Line
D Rear Lot Line

the support of a fully or partially enclosed space or roof.

Mobile Canteen means any trailer or motorized vehicle used for the display, storage, or sale of food and/or non-alcoholic beverages on a temporary basis.

Municipal Services means piped water supply and sewerage services provided by the municipality and may include piped storm drainage.

Mural means a painting or graphic representation that is placed / painted on a building. Murals may be decorative, or serve identification, advertising, or information purposes.

Number of Vehicle trips per day means the number of one way trips per day anticipated on a street.

Nursing Home means a facility licensed as such pursuant to the Community Care Facilities and Nursing Homes Act R.S.P.E.I. 1988, Cap. C-13 and amendments thereto.

Obnoxious Use means a use which, from its nature or operation, creates a nuisance or is offensive by reason of noise or vibration or the emission of gas, fumes, dust, oil or objectionable odour or by reason of the unsightly storage of goods, wares, merchandise, salvage, refuse, waste, or other material.

Occupancy means the use or intended use of a building or part thereof for the shelter or support of persons, animals, or property.

Open Space means land which is inappropriate for development by reason of distinctive natural or anthropological characteristics, or because of inherent or natural hazards such as susceptibility to flood or erosion which, if developed, may cause property damage or loss of life.

Open Space (Water) means open water within a water lot which is inappropriate for development by reason of its distinctiveness and/or natural environment (aquatic marine habitat and environment) or natural hazards such as susceptibility to wind, tides, navigational concerns, ice, etc.

Outdoor Wood Furnace / Water Stove means any individual furnace designed to burn untreated wood and wood products and used for the purpose of heating liquid or air where the furnace is located outside the structure into which the hot water or air is produced or piped.

Owner means a person who legally owns a lot and is a registered land owner; or an executor, administrator, trustee, agent, or other person managing the subject lot or building for the registered land owner. Owner includes, as it refers to the owner of property:

- A part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,
- In the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a
- Mortgagee in possession or a person having the care or control of the land or building,
- A person who occupies shores, beaches or shoals, and
- In the absence of proof to the contrary, the person assessed for the property.

Park means an area of land set aside for public recreational purposes and may include passive and/or active recreational features such as playgrounds, walkways, courts, lawn bowling areas, athletic fields, swimming pools, and includes accessory buildings and structures to the uses.

Parking Island means a landscape island in a parking lot that is the length of the parking stall and no less than 2.5 m wide designed to provide shade and break up the cars and parking lot with landscaping.

Parking Space means a space designed for parking or storage of an automobile, and which has adequate space to permit access and egress to and from a street by means of a driveway, aisle, or maneuvering area, and a parking space designed for the parking of a trailer truck, bus, motor home or other large vehicle shall, except for its necessary larger dimension, have a corresponding meaning.

Parking Space (Stacked) means a parking space that has no direct access to a lane, driveway or aisle and requires other cars to be moved in order to gain access and egress.

Passive Recreation means outdoor recreational activities, such as nature observation, hiking, and canoeing or kayaking, that require a minimum of facilities or development and that have minimal environmental impact on the site.

Pavilion means a building or temporary structure used as a shelter in a park or large garden that is usually open and ornamental and may include a tent.

Pedway means an elevated, enclosed pedestrian walkway between buildings, and a pedway may cross a public street or right-of-way.

Permit means an official document giving authorization to proceed with a proposed action as regulated under this bylaw and may include a building permit, moving permit, demolition permit, occupancy permit, footing permit or sign permit.

Phase means one of two or more components of a development project that represents work undertaken or proposed to be undertaken in a specified period of time.

Place of Assembly means a building or facility where people congregate for deliberation, entertainment, cultural, recreation or similar purposes, including but not limited to auditoriums, places of worship, clubs, halls, meeting halls, community facilities, open spaces, restaurants, galleries, and recreational fields, courts or facilities.

Plan of Subdivision means a plan or survey prepared by a registered land surveyor licensed to practice on PEI for the purpose of effecting the subdivision of a parcel or parcels of land.

Planning Act means the Planning Act R.S.P.E.I. 1988, Cap. P-8 of the Province of Prince Edward Island.

Planning Committee means the committee of councillors who are members of the Planning Board.

Planning Board means the standing committee of councillors and lay people as appointed by the Mayor and Council pursuant to the Planning Act R.S.P.E.I. 1988, Cap. P-8.

Plot Plan means a scaled drawing or plan, prepared for the purpose of a site plan approval, development agreement or building permit application, which illustrates the existing and proposed conditions of a lot. A Plot Plan shall typically show:

a) the boundaries, dimensions, and area of the lot;

b) the location, footprint, height, and setbacks of all existing and proposed buildings and structures;

c) required yards, landscaped areas, parking spaces, driveways, and access points;

d) easements, rights-of-way, and municipal services where applicable;

e) wetlands, watercourses, trees, endangered flora or fauna, or other sensitive site features; and

f) any other information necessary to determine compliance with this bylaw.

Professional Engineer means a registered or licensed member in good standing of the Association of Professional Engineers of PEI;

Porch means a covered structure attached to the exterior of a building with walls that are open and unenclosed to the extent of at least 50 percent, except by insect screening between floor and ceiling.

Post Office means an institution which organizes and handles the delivery of mail, possibly with associated retail.

Primary building means that building on a lot wherein the principal use of that lot is carried out.

Principal Residence means the dwelling unit where an individual lives, makes their home and conducts their daily affairs, including, without limitation, paying bills and receiving mail, and is generally the dwelling unit with the residential address used on documentation related to billing, identification, taxation and insurance purposes, including, without limitation, income tax returns, medical services plan documentation, driver's licenses, personal identification, vehicle registration and utility bills. No individual shall have more than one 1 Principal Residence**.**

Public Park means a park owned or operated by a Public Authority or the City.

Qualified Professional means a person with demonstrated expertise, professional training, and, where applicable, professional licensing or registration in the field relevant to the required study, assessment, design, or certification.

Recreational Uses means the public or private use of land for parks, playgrounds, courts, lawn bowling greens, indoor and outdoor skating rinks, athletic fields, golf courses, picnic areas, swimming pools, day camps, community centres, and other similar uses, together with necessary and accessory buildings and structures, but not including a track for the racing of animals or any form of motorized vehicles.

Renovation means any change in a non-structural component of a building or structure and does not include an alteration.

Residential Occupancy means the occupancy or use of a building or part thereof by persons for whom sleeping accommodation is provided but who are not harboured for the purpose of receiving care or treatment and are not involuntarily detained.

Restaurant means a building or part thereof where food and drink are prepared and served to the public for consumption within the building or attached outdoor patio or for takeout.

Restore means any actions undertaken which return a building or structure to a previous condition and appearance at a specific period of time.

Restoration Value means the dollar value of approved heritage restoration work, as confirmed by the City through a heritage permit or other approval process.

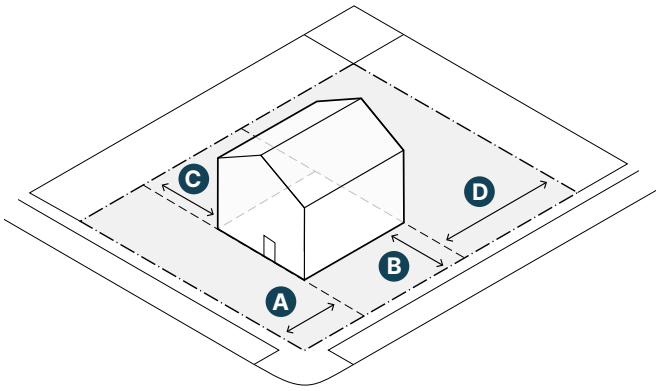
Rezoning means to assign a different land use zone designation to a land area or a lot.

Right-of-way means the entire area measured between opposite sidelines of a street. It represents the area enclosed with an easement or a fee acquisition, designated for road use which is available for road improvements such as curbs and gutters, sidewalk, roadbed pavement, bike facilities, pathways, grading, drainage facilities, utilities and other underground and overhead improvements.

Satellite Dish means an antenna and attendant processing equipment for the reception of electronic signals from satellites.

Secondary Plan means a detailed, area-specific plan adopted by Council following a public consultation process to guide future land use and development. A Secondary Plan may establish policies respecting

Setbacks



A Front Yard Setback
B Flanking Yard Setback
C Side Yard Setback
D Rear Yard Setback

land uses, density, transportation, municipal services, parks and public spaces, natural assets, development phasing, implementation and anticipated municipal expenditures.

Servicing standards are stipulated in this bylaw to provide for the regulation of right-of-way improvements to be dedicated to the public and accepted by the municipality as a result of the land development process. The standards are intended to keep the operating cost of maintaining public facilities at a reasonable level and at the same time provide for the service and protection of the public.

Setback means the distance between the lot line and the nearest point of the exterior wall of the building or a structure or another part of the building or structure if specified elsewhere in this bylaw.

Short-term Rental means the rental of an entire dwelling unit, or a portion of a dwelling unit that serves as the operator/host's principal residence or is a dwelling unit located on the same lot as the principle residence, for a continuous period of less than 30 days and defined as a permitted use by way of a tourist accommodation. Only 1 short-term rental is permitted per lot.

Patio means a group of tables and chairs, and other accessories belonging to an owner, situated and maintained upon a public sidewalk for the use and consumption of food and beverages sold to the public, from or in, the owner's adjoining indoor food and beverage establishment. Patios shall be subject to the Patio Bylaw.

Sign means any structure, device, light, painting, or other representation or natural object which is used to identify, advertise, or attract attention to any object, place, activity, person, institution, organization, firm, group, commodity, profession, enterprise, industry, or business; or which displays or includes any letter, word, model, banner, flag, pennant, insignia, device, or representation used as an announcement, direction, or advertisement, and which is intended to be seen from on or off the premises or from a parking lot, excepting any signs which are affixed to the inside of a window or glass door.

- **Abandoned Sign** means a sign or signs structure which has no advertisement and/or name or has missing parts or advertises a product or service which use is no longer associated with the lot or building for a period of 90 days.
- **Animated Sign** means any sign that incorporates animation or video, or contains a sign face that moves in whole or in part. Animated signs do not include clocks, date or temperature displays, or electronic signs that display changing static messages.
- **Awning / Canopy Sign** means a sign that is painted or affixed flat to the surface of an awning /canopy, and does not extend beyond the limits of said awning/canopy.
- **Banner** means a temporary sign that is composed of lightweight, non-rigid material such as cloth, canvas, nylon, or similar fabric, either enclosed or

not enclosed by a rigid frame. Banners shall not include theatre show posters.

- **Billboard Sign** means a large ground sign or fascia wall sign which is not related to any business or Use located on the lot or premises.
- **Building Identification Sign** means a sign that identifies the name of the building and/or year that it was constructed. This type of sign typically includes text carved into stone at the top of the building, or incorporating text into the building's construction materials at the time the building was originally constructed.
- **Construction Sign** means a sign indicating that a building project (on the same lot) is about to be undertaken, or is currently in progress and may display the name and contact information of the project, owner, contractor, consultant, and/or architect affiliated with the construction.
- **Directional Sign** means a type of free standing sign that directs people or traffic, or indicates the direction or route from the sign to a business premise(s), entryway, place, or event upon which the sign is erected. Directional signs shall not contain advertising aside from one corporate logo.
- **Election Sign** means a sign erected to support the election of a particular candidate or the support for a particular cause at a municipal, provincial or federal election.
- **Electronic Sign** means an electronic sign that automatically displays information/messages to the public by way of a pre-arranged sequence(s) of letters, numbers, words, or images that are generated by the illumination of tubes, bulbs, LEDs, or similar electronically controlled technology. Each individual message and/or image displayed on an electronic sign shall be static in nature, and shall not incorporate animation, videos, moving effects, or changes in intensity of illumination.
- **Fascia Sign** means a sign attached, painted on, applied to or erected horizontally parallel against the face of a building for the purpose of identification of a business or occupancy.
- **Feather Banner** means a temporary lightweight sign that is composed of a partial metal or plastic frame, pole, or bottom, which is attached to the ground, and upon which a cloth, canvas, nylon, or similar fabric sign face is attached. Feather banners may also be referred to as a "flutter", "teardrop", "flying", "wing" or "blade" banners.
- **Flashing Sign** means a sign which includes or reflects an intermittent, flashing or oscillating light source or which includes the illusion of intermittent, flashing, or oscillating light by means of animation, externally mounted light sources, moving lights, beacons, etc.
- **Free Standing Sign** means a sign supported independently of a building which is permanently affixed to the ground. A free standing sign may advertise all business premises that are located on the subject property at the discretion of the property owner.
- **Illuminated Sign** means a sign which provides artificial light directly or through any transparent or translucent material from a source of light connected with such sign, or a sign illuminated by a light focused upon or chiefly directed at the surface of the sign.
- **Inflatable Sign** means a sign or advertising device designed to be airborne and tethered to the ground or any other structure and shall include balloons and any other inflatable advertising device.

- **Menu Sign** means a sign erected as part of a drive-through facility, and is used to display and order products and services available at that location.
- **Mobile Sign** means an outdoor advertising Structure placed for the purpose of promotion of a business or product and which may be fixed to wheeled structure and designed to be moveable either by towing or easily loaded to a vehicle for transport.
- **Non-conforming Sign** means a sign that is lawfully in existence at the effective date of this bylaw, but does not comply with the provisions hereto.
- **Off-premise Sign** means a sign which advertises or identifies a business, person, service, or product that is not available at the property upon which the sign is located. Off-premise signs do not include approved sandwich board signs or temporary signs for special events.
- **Projecting Sign** means a sign which projects from and extends beyond a wall and is usually hung at right angles to the face of a building for the purpose of promotion of a business or product.
- **Reader Board** means a sign on which the message can be changed manually through the use of attachable letters, numbers, and pictorial panels.
- **Real Estate Sign** means a sign for the purpose of advertising the sale, rental, or leasing of a building or lot.
- **Roof Sign** means any sign erected or painted upon, against, or directly above a roof or roof eave, or on top of or above the parapet, or on a functional architectural appendage above the roof or roof eave.
- **Rotating Sign** means any sign or portion of a sign which moves in a revolving or turning manner.
- **Sandwich Board Sign** means an "A" shaped sign which is constructed of two panels that are connected at one end, placed on the ground, and capable of being readily taken on and off of a site.
- **Sequential Sign** means two or more signs used in series to convey a cohesive message related to the subject matter, each sign message being dependent upon the other.
- **Special Event Sign** means a sign not exceeding 2.97 m² and erected for a period not to exceed 21 days and is placed for the purpose of promoting special events and festivals within the City.
- **Vehicle Sign** means a sign attached to, painted on or mounted on a parked vehicle or trailer not normally used in the daily activity of the business, with the sign visible from a public location so as to act as a sign for the advertisement of products or to direct people to a business or activity.
- **Window Sign** means painted, gold leaf, or otherwise affixed signage on display windows or door windows for the purpose of identifying a business name or proprietor's name.

Sign Area means the total area within the outermost frame or edge of a sign. Where a sign is not bounded by a frame or edge, or the sign is composed of individual letters, numbers, or symbols, sign area means the area contained within the smallest square or rectangle that encloses the grouping of letters, numbers, or symbols that conveys a message.

Sign Band means the flat, horizontal area that is integrated into the architectural detailing of a facade, usually immediately above the storefront but below the second storey windows, where fascia signs are historically erected.

Sign Face means a side of a sign where an advertisement, message, or graphics may be placed.

Single Room Occupancy means a housing type wherein one or two people are housed in single rooms, wherein tenants typically share bathrooms and a kitchen in a single unit dwelling.

Sight Triangle Area means the triangular shaped area which is that part of and within a corner lot measured from the intersection of the projected curb line of two intersecting streets 6 m along each curb line and within a straight line joining the two points within which visibility from any street or driveway shall be unobstructed above a height of 1 m.

Special Event means an event such as a festival or large sporting event which is organized to promote tourism within the City or that is organized or sponsored by a recognized nonprofit organization, fraternal organization, religious organization, or government body, for the purpose of raising awareness on an important issue or initiative, celebrating a civic holiday or historical event, or providing entertainment to the community.

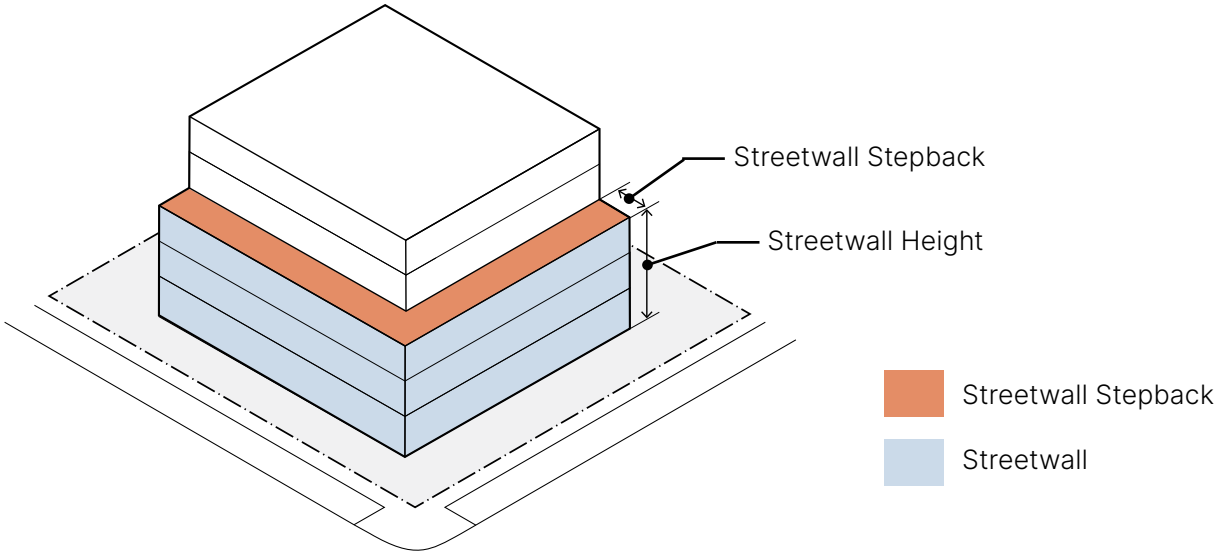
Stacked Parking means parking spaces that do not have direct access to a drive aisle for exit or entry.

Storey means that portion of a building included between the surface of any floor and the surface of the floor next above it, and if there is no floor above, the portion between the surface of the top floor and the roof above. A basement shall not be considered a storey if the finished floor level immediately above it is 1.5 m or less above the average finished grade adjoining the building. A mezzanine shall be counted as part of the storey below if its floor area does not exceed 40 percent of that storey.

Street includes roads and highways. The terms street, road, and highway are used interchangeably and refer to the rights-of-way used for vehicular traffic.

- **Future Street** means a parcel of land, delineated on a subdivision plan to be used as a street at some point in the future. The title of the land vests in the municipality upon the filing of the subdivision plan, however the responsibility for installing required municipal services to develop lots off of such a street is borne entirely on the developer.
- **Private Street (shared driveway)** means a street within private property that is privately owned, maintained and used for vehicular travel by the owner and those having express or implied permission from the owner, but not other persons. Their main function is to provide access to the private land. Private roads are not designed to the same standards as public streets. Municipal services may be provided when development approval is sought if the lot satisfies all servicing standards as prescribed by the municipality.
- **Public Street** means the whole and entire right-of-way of every street allowance vested in the Government of Canada, Province of Prince Edward Island, or the City used as a highway, arterial, collector or local street in accordance with servicing standards prescribed by the municipality, and available to the public for pedestrian use or vehicular transportation.
- **Undeveloped Street** means a right-of-way that is either owned by the municipality or privately owned and has either historically existed for a long period of time (over 20 years) providing some level of public access or was delineated on a subdivision plan in the past but was never serviced to city standards.

Streetline means the division line between a street and a lot providing the primary access to any lot and abutting along its length the required lot frontage.



Streetline Grade means the elevation of a streetline at a point that is perpendicular to the horizontal midpoint of the streetwall. Separate streetline grades shall be determined for each streetwall segment that is greater than 38 m in width or part thereof.

Streetwall means the wall of a building or portion of a wall facing a streetline that is below the height of a specified stepback or angular plane, which does not include minor recesses for elements such as doorways or intrusions such as bay windows.

Streetwall Height means the vertical distance between the top of the streetwall and the streetline grade, extending across the width of the streetwall.

Streetwall Setback means the distance between the streetwall and the streetline.

Streetwall Stepback means a specified horizontal recess from the top of a streetwall, which shall be unobstructed from the streetwall to the sky except as otherwise specified.

Structure means anything that is erected, built, or constructed of parts joined together, or any such erection fixed to or supported by the soil or by any other structure. This term includes fences exceeding 1.8 m in height and signs.

Studio means a building or part thereof used for the study, or instruction of any fine or commercial art including photography, music, visual arts, and commercial design or the sale of craft products.

Subdivision means the division of a parcel of land into two or more lots; the consolidation of two or more contiguous lots to create a new lot; or the attachment of a part of a lot to another lot contiguous to that part to create a new lot, by means of a plan of subdivision, a plan of survey, an agreement, a deed or any other instrument, including a caveat that transfers or creates an estate or interest in the new lots created by the division, or in the new lot created by the consolidation or the attachment, as the case may be.

Standards and Guidelines means the Standards and Guidelines for the Conservation of Historic Places in Canada, latest edition, as published by Parks Canada, and as amended from time to time.

Swimming Pool means an artificial body of water intended to be a permanent structure which is used for swimming or wading purposes and which has a possible water depth greater than 0.6 m.

Traffic Impact Study (TIS) may be required to assess the potential traffic impacts of a land development project. Official Plan, zoning and development policies for the preparation of traffic impact studies establish thresholds for when a traffic impact study is needed and when a traffic impact occurs. In addition to the criteria established within these policies, a focused traffic impact study may be required to address local and/or residential street issues.

Underground Parking means on-site parking contained within or under the footprint of a primary building or structure on a lot.

Undeveloped Land means land that has not yet been subdivided into lots and which has not been provided with municipal services.

Use means the purpose for which any land, building or structure is utilized, and also means the purpose for which any land, building or structure is designed, arranged, or intended, or the purpose for which any land, building or structure is occupied or maintained.

Utility Services means the component of a water, sewage, storm water or solid waste disposal, cable television, electrical power, or telecommunication system.

Variance means an authorized relaxation from the standards imposed by regulations made under this bylaw within the limits specified with respect to lot size or dimensions, setbacks, area or the height or size of a structure.

View Plane means the line of sight from one or more vantage points that will allow a viewer to obtain a reasonably unobstructed view of a specific scene or location.

Waste Bin means a building used to store solid waste or resource materials for a period of time until they are collected for disposal.

Water Lot means the existing water lots on the Charlottetown waterfront generally as depicted by the Province's Geolink mapping and includes an area of land either contiguous or attached to dry land, or it may be entirely separated from dry land that is usually covered with water, but can be uncovered at low tide.

Watercourse shall have the same meaning as defined in the watercourse and wetland protection regulations prescribed under the Environmental Protection Act, as may be amended and in the case of any dispute, the final determination shall be made by the provincial government department having responsibility for enforcement of such regulations.

Waterwall means the wall of a building or portion of a wall directly facing the waterfront in the DW Zone that is below the height of a specified stepback or angular plane, which does not include minor recesses for elements such as doorways or intrusions such as bay windows.

Welding and Metal Fabrication means the stamping, drawing, grinding, machining, turning, heat treating, galvanizing, plating, coating or other metal processing or metal fabricating including pipe or tube fabrication and including the production of recycled metals entirely from scrap.

Wetland shall have the same meaning as defined in the Watercourse and Wetland Protection Regulations prescribed under the Environmental Protection Act, as may be amended and in the case of any dispute, the final determination shall be made by the provincial government department having responsibility for enforcement of such regulations.

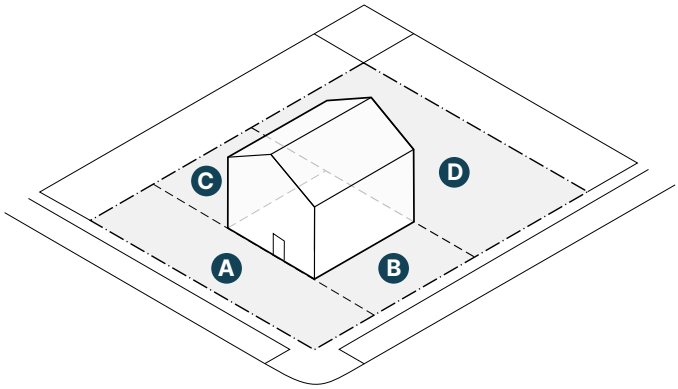
Windmill means a device which converts energy to mechanical or electrical energy.

Yard means an open, uncovered space on a lot appurtenant to a building, except a court bounded on three or more sides by buildings.

- **Flankage Yard** means the side yard of a corner lot, and which side yard abuts a street or proposed street shown on an approved survey plan. Required flankage yard or minimum flankage yard means the minimum side yard required by this bylaw where such yard abuts a street.

- **Front Yard** means a yard extending across the full width of a lot and between the front lot line and the wall of any primary building or structure on the lot. Required front yard or minimum front yard means the minimum depth required by this bylaw of a front yard extending across the full width of a lot and between the front lot line and the wall of any building or structure on the lot.
- **Rear Yard** means a yard extending across the full width of a lot and between the rear lot line and wall of any primary building or structure on the lot. Required rear yard or minimum rear yard means the minimum depth required by this bylaw of a rear yard on a lot between a rear lot line and the wall of any building or structure on the lot.
- **Side Yard** means a yard extending between the front yard and the rear yard and between a side lot Line and the wall of any building on the lot. Required side yard or minimum side yard means the minimum breadth required by this bylaw of a side yard on a lot between a side yard line and the wall of any building or structure on the lot.

Yards



A Front Yard
B Flanking Yard
C Side Yard
D Rear Yard

Zone means a designated area of land shown on the zoning map of the bylaw within which land uses are restricted to those specified by this bylaw.

Zoning Inquiry means an application to request confirmation of the zone and permitted land uses of a property.

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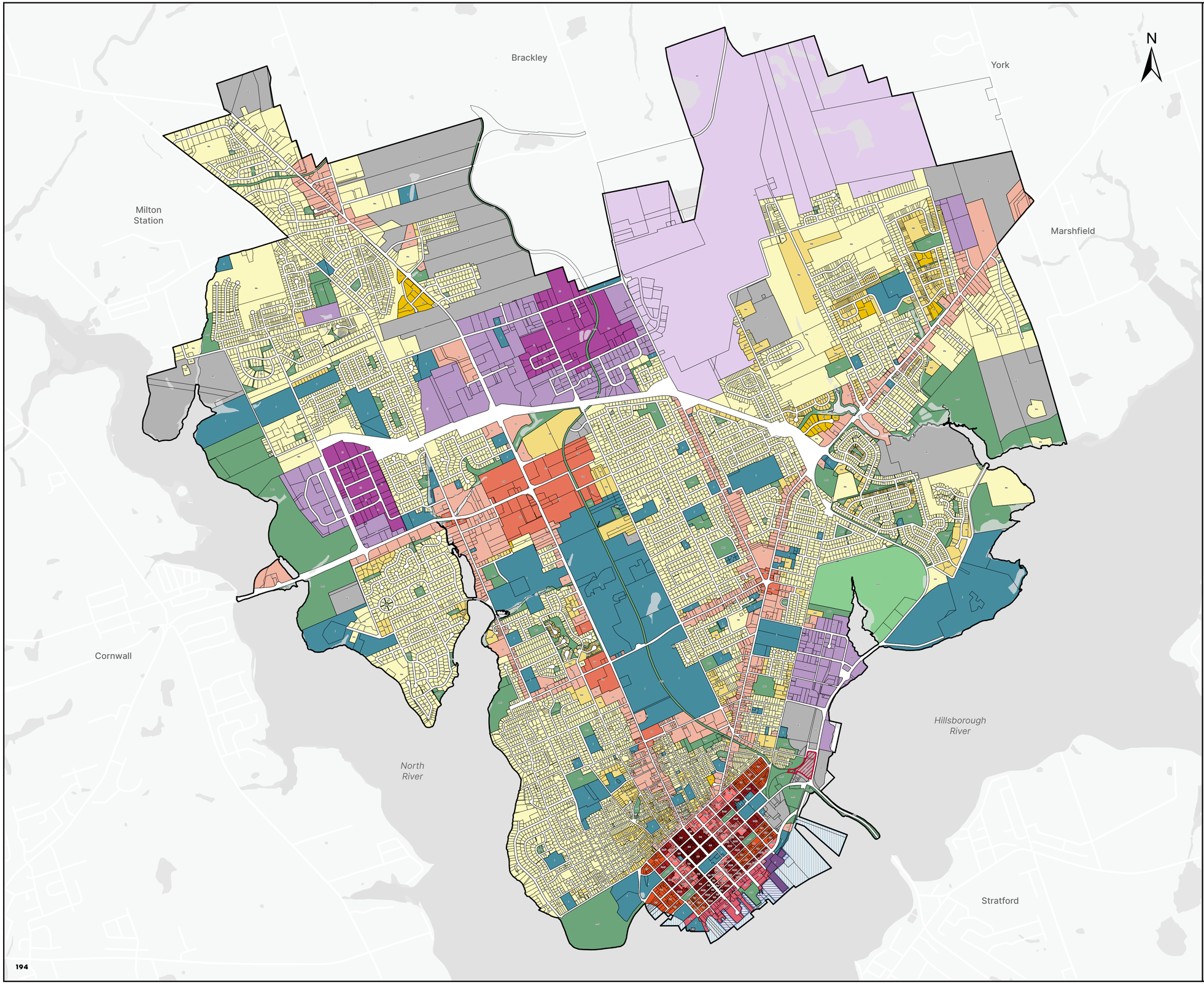
PART 29
SCHEDULES



CHARLOTTETOWN

ZONING & DEVELOPMENT BYLAW

Schedule A

Draft Zoning Map

- Neighbourhood (RN)
- Medium Density Residential (RM)
- High Order Residential (RH)
- Downtown Core (DC)
- Downtown Main Street (DMS)
- Downtown Mixed Use (DMU)
- Downtown Neighbourhood (DN)
- Downtown Waterfront (DW)
- Business Park (BP)
- Airport Periphery (AP)
- Heavy Industrial (HI)
- Port (P)
- Growth Corridor (GC)
- Growth Node (GN)
- Institutional (I)
- Parks and Public Spaces (PPS)
- Privately-owned Open Spaces (POS)
- Urban Expansion (UE)

Overlays

- Water Lot Commercial
- Water Lot Open Space
- Charlottetown Park Street Special Planning Area

0 0.5 1 1.5 2
km

CHARLOTTETOWN

ZONING & DEVELOPMENT BYLAW

Schedule B

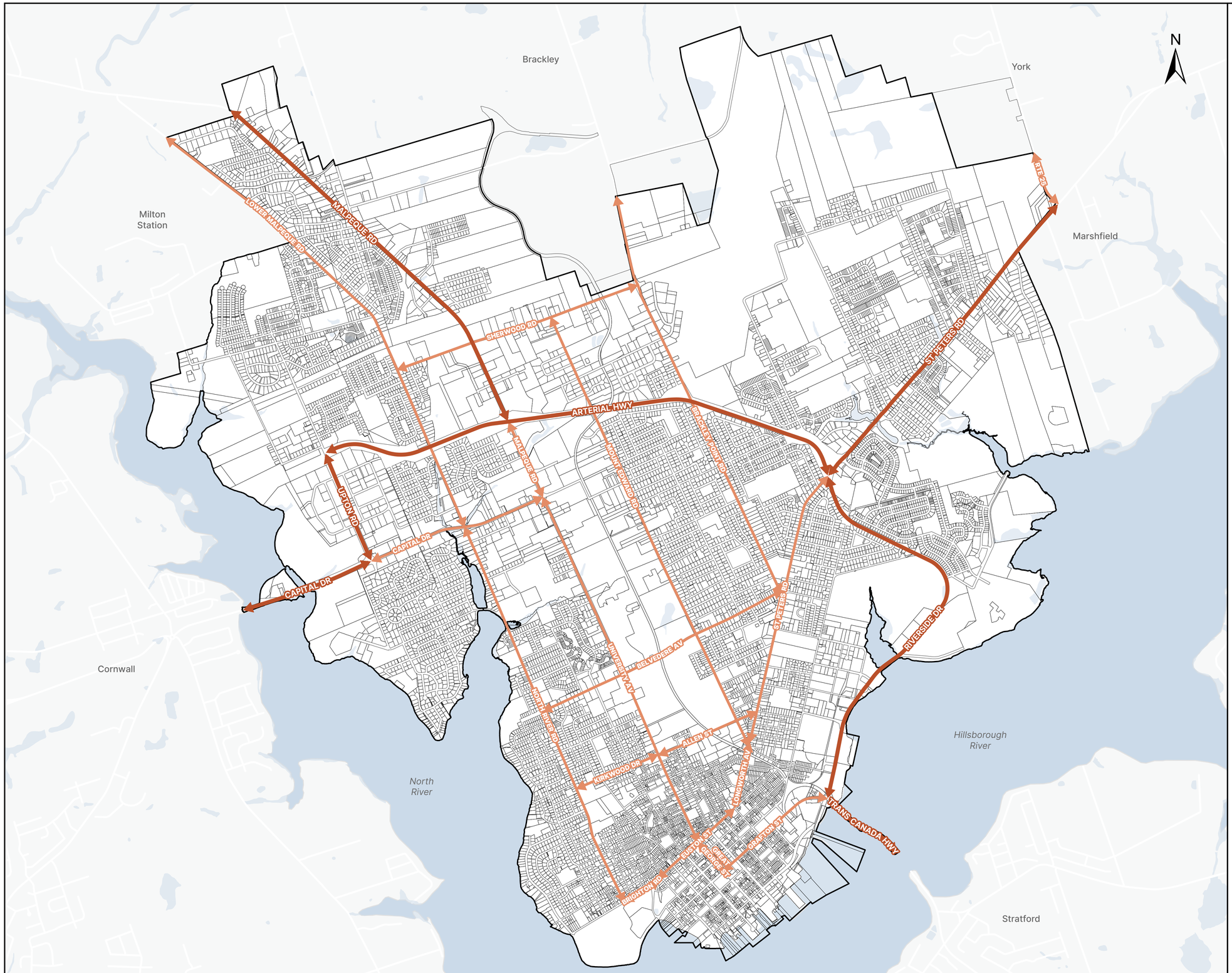
Building Heights within Specific Downtown Zones

All heights are in Storeys

- Downtown Core (DC)
- Downtown Main Street (DMS)
- Downtown Waterfront (DW)

0 90 180 270 360

m

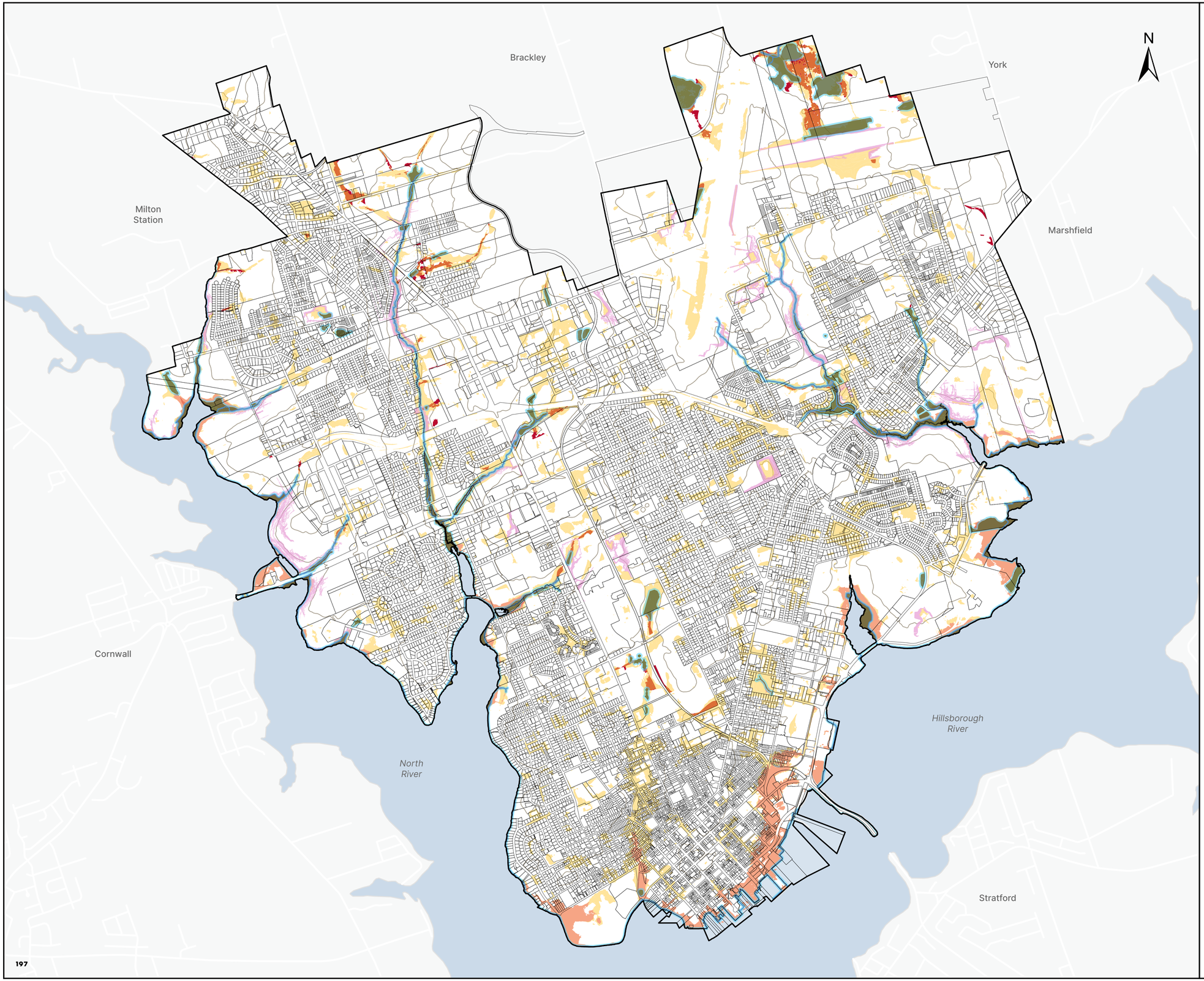


CHARLOTTETOWN
ZONING & DEVELOPMENT BYLAW

Schedule C

Street Hierarchy

- Arterial Roads
- Collector Roads



CHARLOTTETOWN

ZONING & DEVELOPMENT BYLAW

Schedule D

Environmental Constraints Map

- Watercourses
- 10 m Contour Lines
- Sloped Land Inventory
- Potential Development Restrictions

Wetlands

- Wetland
- Wetland 15 m buffer

CHRIS Flood Risk

- Moderate-High Flood Hazard (2050)
- Pluvial 1-in-100 year flood risk future conditions

0 0.5 1 1.5 2
km



CHARLOTTETOWN

September 2, 2026

Via Email: planning@charlottetown.ca

City of Charlottetown, Planning and Heritage Department

RE: Zoning and Development Bylaw Review - Concerns Regarding Proposed Rezoning of Properties located at Warburton Drive, Beer Street and Kelley Court

We are the owners and residents of [redacted] and are writing to express our concerns regarding the City's proposed rezoning of our neighbourhood pursuant to the Draft Zoning and Development Bylaw ("Bylaw"). While we support the City's efforts to address housing needs and increase planning clarity, we have concerns regarding the proposed Residential Neighborhood ("RN") and Growth Corridor ("GC") rezoning of properties located on Warburton Drive, Beer Street and Kelley Court, as shown on the Draft Zoning Map ("Map").

Our concerns are as follows:

1. **Applicability of Restrictive Covenants**

Properties in our neighbourhood are subject to restrictive covenants registered on title that run with the land. They require properties to be used for private residential purposes and prohibit dwellings designed for more than one family, reflecting the neighbourhood's longstanding single-family character. These covenants have been in place for nearly 40 years and are consistent with the current R1-L zoning. They demonstrate that this area was intentionally planned and developed as a single-family residential neighbourhood and that residents reasonably relied on this framework when investing in their homes. While the Bylaw and restrictive covenants operate independently, the City's planning and rezoning process should not disregard existing private legal agreements among property owners that have shaped residents' reasonable expectations about the character and stability of the neighbourhood.

The proposed RN and GC zoning would permit, and potentially encourage, forms of development that are fundamentally inconsistent with these established deeded obligations. Rather than promoting clarity and certainty in land-use planning, the proposed rezoning creates unnecessary uncertainty, which carries a risk of conflict and costly legal disputes by potentially placing the burden of monitoring and enforcing covenant compliance onto individual homeowners. At a minimum, we respectfully submit that Part 4 of the Bylaw should expressly state that nothing in the Bylaw is intended to extinguish, modify, impair, or affect the enforceability of existing restrictive covenants. We also submit that similar language be included in the City's development and building application materials to clearly notify applicants from the outset that zoning approval does not override or relieve compliance with private title restrictions.

2. **Incompatibility of RN and GC Zones with the Existing Neighbourhood**

   i. ***Proposed GC designation is inconsistent with the Location and Character of the Neighbourhood***

The proposed GC designation for 2 and 3 Warburton Drive (PIDs 721555 & 737452) and 6 Kelley Court (PID 709535) appear inconsistent with the location, context, and physical characteristics of those properties. Although the GC zone is intended to accommodate more intensive forms of development in locations capable of supporting such growth, these are interior residential properties situated within an established residential neighbourhood. They do not front onto a major arterial roadway, commercial corridor, or other area exhibiting the characteristics typically associated with GC development. Their frontage, access, and surrounding land uses are entirely residential. Accordingly, it is difficult to see how permitting GC uses at these locations would maintain neighbourhood compatibility or align with the stated intent of the GC outlined on page 137 of the Bylaw.

ii. Traffic, Parking and Public Safety

North River Road is a heavily travelled corridor, and access to and from Warburton Drive is already difficult, particularly during peak traffic periods. Existing traffic volumes create significant safety concerns because our neighbourhood lacks sidewalks and traffic signals, while residents, including children, regularly walk, cycle, and play on local streets. Most properties were designed for single-family residential use and have limited on-site parking. Increasing residential density through proposed RN and GC zoning without adequate parking requirements or traffic-calming measures would exacerbate traffic congestion, spillover parking, and public safety concerns. We respectfully submit the Bylaw does not adequately address these concerns but instead proposes reduced or eliminated parking minimums for certain RN and GC allowable uses, including based on proximity of transit stops, which would apply to our neighbourhood.

3. **Need for Additional Consultation**

We support the City's broader goals; however, many affected residents who have relied on the existing planning framework and applicable restrictive covenants for decades were unaware that their properties were proposed for rezoning. Despite public engagement beginning in 2025, the City did not propose the zoning changes until August, during PEI's peak tourism and vacation season. Given that these changes may significantly affect established neighbourhoods and property rights, residents should be afforded sufficient opportunity for meaningful consultation. We further submit that decisions of this scope should not be rushed to satisfy external funding timelines.

Conclusion and Requested Action:

Based on the above-outlined concerns, we respectfully request that Council reconsider the proposed RN and GC zoning designations for properties located on Warburton Drive, Beer Street, and Kelley Court and accordingly amend the Bylaw and Map.

In particular, we ask that Council consider whether the proposed RN and GC zoning appropriately reflects the above-outlined established residential character of the neighbourhood, the longstanding planning framework on which residents have relied, and the location specific concerns of the affected properties.

We further request that Council recognize the relevance of longstanding restrictive covenants, and at minimum expressly clarify in Part 4 of the Bylaw that nothing in the Bylaw is intended to extinguish, modify, impair, or otherwise affect the enforceability of existing restrictive covenants.

We also ask that Council defer consideration of the proposed rezoning to permit further consultation with impacted residents and additional review of neighbourhood compatibility, traffic, parking, and public safety concerns.

We appreciate the opportunity to provide these comments and respectfully request that they be considered as part of the public record of the City's review of the Draft Zoning and Development Bylaw.

Sincerely,

Curtis & Jill Toombs

cc: Kevin Ramsay, Councillor for Ward 5, via email kramsay@charlottetown.ca
Mayor Philip Brown, via email mayor@charlottetown.ca
Deputy Mayor Alanna Jankov, via email ajankov@charlottetown.ca

From: Frances Lovering [redacted]
Sent: Wednesday, September 16, 2026 1:32 PM
To: Planning Department <planning@charlottetown.ca>
Subject: 4 unit apts in backyards Please do not vote to allow 4 uni apts in backyards

You don't often get email from franceslovering@gmail.com. Learn why this is important

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Frances Lovering

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From: Kim Love <[redacted]>
Sent: Sunday, 13 September 2026 20:10:56
To: MacKinnon, Trevor <tmackinnon@charlottetown.ca>
Subject: 4 units

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Trevor,
I just wanted to let you know that my household is very opposed to the four unit proposal for our neighborhood. We already have to deal with ten cottages and a motel that never should have been allowed, the last thing we want is for properties in our neighborhood to turn into four unit properties.
Sincerely
Kim Love from Massey Dr

From: Omono Christina <[redacted]>
Sent: Thursday, September 17, 2026 8:47 PM
To: Planning Department <planning@charlottetown.ca>
Subject: Housing in Charlottetown

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Dear sir

As a resident of Charlottetown, i am pleased to see the Draft Zoning Bylaw moving toward policies that can support responsible growth and create more housing in Charlottetown.

I particularly support the inclusion of Additional Dwelling Units (ADUs). Increasing these opportunities can give newcomers and young adults more affordable and flexible housing choices, while also making better use of existing residential properties.

As we plan for growth, I believe it is equally important to preserve Charlottetown's heritage and historic character. I hope the final bylaw will strike a thoughtful balance between creating much-needed housing and protecting our heritage.

Thank you for listening to residents.

Sincerely,

Omono Adebay

-----Original Message-----
From: Helen Bartlett <[redacted]>
Sent: Wednesday, September 16, 2026 12:28 PM
To: Planning Department <planning@charlottetown.ca>
Subject: New Bylaws

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Please add my name to the list of Charlottetown residents who are strongly opposed to passing the proposed bylaw which would allow 4- unit structures to be built on any existing city residential property. Not enough thought has been given to the proposed changes which could destroy neighbourhoods forever , lower property values for homeowners who have paid taxes for decades thinking they were investing in a secure and safe area in which to age in place. The current housing situation needs to be addressed, but a sweeping, one-size-fits-all bylaw is not the way to go.
Please allow the taxpayers to have a voice in your decisions Sincerely, Helen Bartlett, [redacted]
Charlottetown Sent from my iPad

From: Stella Newman <[redacted]>
Sent: Wednesday, September 16, 2026 12:36 PM
To: Planning Department <planning@charlottetown.ca>; Mayor of Charlottetown (Philip Brown) <mayor@charlottetown.ca>; Bernard, Terry <tbernard@charlottetown.ca>; Jankov, Alanna <ajankov@charlottetown.ca>; McAleer, John <jmcaleer@charlottetown.ca>; Beck, Norman <nbeck@charlottetown.ca>; Tweel, Mitchell <mtweel@charlottetown.ca>; Ramsay, Kevin <kramsay@charlottetown.ca>; Doiron, Bob <rdoiron@charlottetown.ca>; McCabe, Julie <jlmccabe@charlottetown.ca>; MacKinnon, Trevor <tmackinnon@charlottetown.ca>; Muttart, Justin <jmuttart@charlottetown.ca>
Subject: NEW OFFICIAL CITY PLAN

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

September 16, 2026

Dear Planning Board
Mayor Philip Brown
City Councillors

Please do not pass the new Official City Plan and by-laws as proposed.

The "as of right, 4 units to a lot" is especially objectional.

Please, work with the citizens on a new plan that reflects THEIR visions.

Thanking you in advance for your kind attention to this matter for your citizens.

Sincerely,

Stella (Robbins) Newman

[redacted]

Sent from Outlook

From: Jorgen and Marie Nissen <[redacted]>
Sent: Thursday, September 17, 2026 12:50 PM
To: Planning Department <Planning@charlottetown.ca>
Subject: Official City Plan

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Mayor and Council;

Please, do not pass the new Official City Plan and by-laws as proposed. The 'as of right, 4 units to a lot' is especially objectional.

Please, work with the citizens on a new plan that reflects THEIR visions.

Thank you for your kind attention.

Marie & Jorgen Nissen

-----Original Message-----
From: Angus Houston <[redacted]>
Sent: Wednesday, September 16, 2026 5:33 PM
To: Planning Department <planning@charlottetown.ca>
Subject: Official City Plan

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Attention: Mayor and Council

Please do not pass the new Official City Plan and by-laws as proposed.

The “as of right, 4 units to a lot” is especially objectionable.

Thank you for your kind attention.

Sincerely,

Angus & Rhonda Houston

Outlook

Support for Charlottetown's Proposed New Zoning and Development Bylaw

From Nishit Chaudhari <[redacted]>
Date Fri 2026-09-18 8:42 AM
To Planning Department <planning@charlottetown.ca>
Cc Mavani, Digen <dmavani@charlottetown.ca>; Vince, Brad <bvince@charlottetown.ca>

[You don't often get email from [redacted]. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

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Hello Planning Staff,

As a resident of Ward 9, I would like to express my appreciation to City staff and the consultants for the considerable time, effort, and expertise that have gone into developing the City of Charlottetown's proposed New Zoning and Development Bylaw.
I would also like to formally express my support for the proposed bylaw. Charlottetown's current zoning framework is increasingly outdated and needs to evolve to better respond to the City's growth and changing needs. Supporting appropriate increases in gentle density is an important step toward creating a more sustainable and adaptable community.
As Charlottetown continues to grow, we need to ensure that there are more affordable and diverse housing options available for current and future generations. I believe this bylaw provides an important opportunity to support responsible growth, increase housing options, and help shape a strong and sustainable future for Charlottetown.
Thank you again to everyone involved in this important work.

Regards,
Nishit (Resident- Ward 9)

From: John Oatway <[redacted]>
Sent: Sunday, September 13, 2026 8:40:46 p.m.
To: Planning Department <planning@charlottetown.ca>; MacKinnon, Trevor <tmackinnon@charlottetown.ca>
Subject: Proposed Rezoning Bylaw-Accessory Dwelling Unit (ADU)

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Good evening Trevor and City Planning Committee members.

Since Sept 1993 I have been a resident of Charlottetown residing in Ward 8 at [redacted]

In the past five years, 7 properties located on Massey Drive and Gates Drive have been turned into rental priorities by their owners. Rental consists of either the rental of the entire residence or the rental of the property basement.

At three of these locations you will find 4-6 cars parked in the driveways or on the sides of the street. The number of vehicles parked in the driveways or on the street is not only an eye sore, but a traffic and safety concerns

When we purchased and build our home the entire subdivision was a beautiful place to live and consisted of single family dwellings. When we built, we did not agree to have the city to allow ADU's in our subdivision.

If the City of Charlottetown pass the amendments to the bylaw allowing Accessory Dwelling Units (ADU's) of up to three ADU's you will further erode the appearance and beauty of our subdivision and our city.

The City stands to receive $10 million from the federal government in the form of bait money to allow property density increases. The proposed bylaw not only will destroys the beauty of our subdivision but also the beauty and heritage our beautiful city.

City residents are being forced to bear the burden of Ottawa's quick fix to the housing shortages created by Ottawa's lack of planning or administration of their Immigrant Program.

The City has signed an agreement with the Fedaral Government ship which greatly impacts the City and its residents. Residents have not been provided an opportunity to review the proposed bylaw, discuss the proposed changes, or express any concerns they may have. The magnitude and impact of the bylaw changes should be discussed via individual ward meeting between the alderman and residents versus a five minute City Council Meeting.

As a resident of Ward 8 in the City of Charlottetown I request that the City abandon passing the proposed rezoning bylaw amendments and provide city residents in each ward an opportunity to review, discuss the changes, and express concerns they may have.

From: Mary Lou Turner <[redacted]>
Sent: Wednesday, September 16, 2026 1:26 PM
To: Planning Department <planning@charlottetown.ca>
Cc: Ramsay, Kevin <kramsay@charlottetown.ca>; Mayor of Charlottetown (Philip Brown) <mayor@charlottetown.ca>; Jankov, Alanna <ajankov@charlottetown.ca>
Subject: Proposed Rezoning Concerns

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September 16, 2026

Via Email:planning@charlottetown.ca
City of Charlottetown, Planning and Heritage Department
RE: Zoning and Development Bylaw Review - Concerns Regarding Proposed Rezoning of Properties located at Warburton Drive, Beer Street and Kelley Court

We are the owners and residents of [redacted] and are writing to express our concerns regarding the City's proposed rezoning of our neighbourhood pursuant to the Draft Zoning and Development Bylaw ("Bylaw"). While we support the City's efforts to address housing needs and increase planning clarity, we have concerns regarding the proposed Residential Neighborhood ("RN") and Growth Corridor ("GC") rezoning of properties located on Warburton Drive, Beer Street and Kelley Court, as shown on the Draft Zoning Map ("Map").

Our concerns are as follows:

1. **Applicability of Restrictive Covenants**

Properties in our neighbourhood are subject to restrictive covenants registered on title that run with the land. They require properties to be used for private residential purposes and prohibit dwellings designed for more than one family, reflecting the neighbourhood's longstanding single-family character. These covenants have been in place for over 40 years when Skyview Park Subdivision was created and are consistent with the current R1-L zoning. They demonstrate that this area was intentionally planned and developed as a single-family residential neighbourhood and that residents reasonably relied on this framework when investing in their homes. While the Bylaw and restrictive covenants operate independently, the City's planning and rezoning process should not disregard existing private legal agreements among property owners that have shaped residents' reasonable expectations about the character and stability of the neighbourhood.
The proposed RN and GC zoning would permit, and potentially encourage, forms of development that are fundamentally inconsistent with these established deeded obligations. Rather than promoting clarity and certainty in land-use planning, the proposed rezoning creates unnecessary uncertainty, which carries a risk of conflict and costly legal disputes by potentially placing the burden of monitoring and enforcing covenant compliance onto individual homeowners. At a minimum, we respectfully submit that Part 4 of the Bylaw should expressly state that nothing in the Bylaw is intended to extinguish, modify, impair, or affect the enforceability of existing restrictive covenants. We also submit that similar language be included in the City's development and building application materials to clearly notify applicants from the outset that zoning approval does not override or relieve compliance with private title restrictions.

2. Incompatibility of RN and GC Zones with the Existing Neighbourhood

i. Proposed GC designation is inconsistent with the Location and Character of the Neighbourhood

The proposed GC designation for 2 and 3 Warburton Drive (PIDs 721555 & 737452) and 6 Kelley Court (PID 709535) appear inconsistent with the location, context, and physical characteristics of those properties. Although the GC zone is intended to accommodate more intensive forms of development in locations capable of supporting such growth, these are interior residential properties situated within an established residential neighbourhood. They do not front onto a major arterial roadway, commercial corridor, or other area exhibiting the characteristics typically associated with GC development. Their frontage, access, and surrounding land uses are entirely residential. Accordingly, it is difficult to see how permitting GC uses at these locations would maintain neighbourhood compatibility or align with the stated intent of the GC outlined on page 137 of the Bylaw.

ii. Traffic, Parking and Public Safety

North River Road is a heavily travelled corridor, and access to and from Warburton Drive is already difficult, particularly during peak traffic periods. Existing traffic volumes create significant safety concerns because our neighbourhood lacks sidewalks and traffic signals, while residents,

including children, regularly walk, cycle, and play on local streets. Most properties were designed for single-family residential use and have limited on-site parking. Increasing residential density through proposed RN and GC zoning without adequate parking requirements or traffic-calming measures would exacerbate traffic congestion, spillover parking, and public safety concerns. We respectfully submit the Bylaw does not adequately address these concerns but instead proposes reduced or eliminated parking minimums for certain RN and GC allowable uses, including based on proximity of transit stops, which would apply to our neighbourhood.

3. Need for Additional Consultation

We support the City's broader goals; however, many affected residents who have relied on the existing planning framework and applicable restrictive covenants for decades were unaware that their properties were proposed for rezoning. Despite public engagement beginning in 2025, the City did not propose the zoning changes until August, during PEI’s peak tourism and vacation season. Given that these changes may significantly affect established neighbourhoods and property rights, residents should be afforded sufficient opportunity for meaningful consultation. We further submit that decisions of this scope should not be rushed to satisfy external funding timelines.

Conclusion and Requested Action:
Based on the above-outlined concerns, we respectfully request that Council reconsider the proposed RN and GC zoning designations for properties located on Warburton Drive, Beer Street, and Kelley Court and accordingly amend the Bylaw and Map.
In particular, we ask that Council consider whether the proposed RN and GC zoning appropriately reflects the above-outlined established residential character of the neighbourhood, the longstanding planning framework on which residents have relied, and the location specific concerns of the affected properties.
We further request that Council recognize the relevance of longstanding restrictive covenants, and at minimum expressly clarify in Part 4 of the Bylaw that nothing in the Bylaw is intended to extinguish, modify, impair, or otherwise affect the enforceability of existing restrictive covenants.
We also ask that Council defer consideration of the proposed rezoning to permit further consultation with impacted residents and additional review of neighbourhood compatibility, traffic, parking, and public safety concerns.
We appreciate the opportunity to provide these comments and respectfully request that they be considered as part of the public record of the City's review of the Draft Zoning and Development Bylaw.

Sincerely,

Mary Lou Turner, [redacted]
David Lee-Thompson [redacted]

cc: Kevin Ramsay, Councillor for Ward 5, via email kramsay@charlottetown.ca
Mayor Philip Brown, via email mayor@charlottetown.ca
Deputy Mayor Alanna Jankov, via email ajankov@charlottetown.ca

From: Vanessa Trainor <[redacted]>
Sent: Wednesday, September 16, 2026 4:03 PM
To: Planning Department <planning@charlottetown.ca>
Cc: McCabe, Julie <jlmccabe@charlottetown.ca>; Ramsay, Kevin <kramsay@charlottetown.ca>
Subject: Submission on New Bylaw

Some people who received this message don't often get email from [redacted]. Learn why this is important

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Good Afternoon,

I am writing as a resident of Charlottetown to provide written comments on the draft Zoning and Development Bylaw, particularly as it relates to the four unit as-of-right provisions.

I did miss the public session and would like to submit for consideration some things I question and am very concerned about in the plan to permit increased density in existing neighbourhoods. I live in a neighbourhood in Spring Park and I am particularly interested in the sections dealing with provisions for accessory dwelling units designed to get existing lots/homes to four units on an as-of-right basis through either attached or detached ADUs.

I recall the discussion during the Official Plan development cycle where, at the 11th hour, Council changed the language respecting the four unit as-of-right provisions to include a proviso that it would be permitted "where appropriate," given the public concern over the matter. That change appeared to have been added to get the Official Plan over the finish line and we know Council was under pressure to secure the federal Housing Accelerator Fund funding. However, I wondered at the time how "where appropriate" would be measured, and more importantly, by whom?

I support thoughtful growth; however, my concern is that allowing four units as-of-right across a large number of existing residential lots could produce significant changes to established neighbourhoods without a meaningful opportunity to assess whether each proposal is in fact, appropriate. Public engagement found support for secondary suites and accessory dwelling units; however the same engagement also found that buildings with four or more units were considered the least compatible with existing residential areas, so I question whether the as-of-right provisions adequately respond to that distinction.

We see now in the bylaw that seemingly little nuance in language is addressed through adding conditions for approval, which, when met, means the right is then effectively cemented - regardless of whether it is deemed "appropriate." In other words, the proposed approach appears to translate "where appropriate" into a list of technical conditions. If those conditions are met, the development becomes an as-of-right entitlement. But is satisfying technical requirements really the same thing as determining that four-unit development is appropriate for a particular established neighbourhood, street, or property? This distinction concerns me; the "as appropriate" was to be through a public consultation process, and that has been eliminated. And again, while I may be able to agree with the concept of adding ADUs to long-established neighbourhoods in certain circumstances, the conditions in the bylaws whereby ADUs may be permitted may give existing residents a sense of security about control over the future of their neighbourhoods that just doesn't exist. I think it is really important for you to consider whether the conditions proposed in the bylaw actually deliver on the qualification "where appropriate."

I think the bigger issue is the cumulative impact. It is one thing to look at a single property and determine that four units can physically fit on the lot. It is quite another to consider what will happen if a significant number of eligible properties on the same street or throughout an established neighbourhood are gradually converted to four-unit properties. The impacts on parking, traffic, emergency access, privacy, tree canopy, stormwater runoff, waste, and neighbourhood character could be very different when considered cumulatively.

The City has indicated that, based on its analysis, approximately 3,121 properties may be eligible for up to four units under the proposed bylaw. That is a very big number. I would like to know what assumptions, if any, that the City has made about the cumulative impact if a substantial proportion of those properties eventually exercise that development potential? The fact that there may be an [unjustified] assumption that not every eligible property will necessarily be redeveloped does not eliminate the need to plan for the consequences if many of them are.

Whenever I look at potential bylaws, the first place my mind goes to is enforcement, wondering what that will look like if/when needed, as from what I've seen, enforcement of violations is a big beast that we see fall apart time after time across many jurisdictions. Plus, it is significantly harder to enforce positive provisions (*you **must** hang your clothes on a clothesline*) as compared to negative ones (*you **can't** hang your clothes on a clothesline*) It is one thing to enact bylaws; it is quite another to ensure the rules are followed. Has the City thought this through? Are you satisfied that the resources and mechanisms required for ongoing enforcement actually exist?

Assessing an application as a proposed development on paper with attached conditions and then dealing with a violation after the bird seed is already out of the bag, so to speak, is quite different. The reality is there are often significant implications to people that no one wants to deal with, and they are often messy and controversial.

I would be curious to know not only how compliance will be assessed at the time of approval, but more importantly, how continuing compliance will be monitored after the building is occupied, if at all. Will it be complaint based? What happens when ownership of the property changes? What happens when the circumstances that existed at the time of approval change? What happens when tenants are involved – will the City wash its hands of it, claiming it must be dealt with first through the Director of Residential Tenancy if it goes that route? And what if a formal decision on that front runs contrary to the bylaw?

In the draft bylaw, s. 4.6(2)(d) states that the main dwelling unit must be the principal residence for the owner in the case of an attached ADU. Once approved and built, I think everyone would agree that you cannot control where people live. If a developer acquires an existing dwelling for the purpose of increasing the density of the lot, they may live there during construction with plans to move on to convert the next property - and so on - and there is no control over that.

If a new buyer acquires the property as an investment with plans for short- or long-term rental despite knowing about the bylaws, how would the City enforce this requirement? Forcing someone to move into their own property or else force its sale seems far-fetched at best - so where does that leave a complainant? Again, throw tenants into the mix and you now have a complicated situation involving people whose lives are going to be severely impacted if you follow through with enforcement.

If owner occupancy is considered important enough to be a condition for permitting an ADU, then the public should be assured how continuing compliance will be verified, how often it will be checked, what evidence of principal residency will be required, and what happens when an owner ceases to occupy the principal dwelling. You start trying to answer these questions and that's where I think things start to fall apart. We all know the City's job will end when the permit is issued unless a complaint is lodged.

Then there are short-term rentals, and I'll make the same general observations. Plus, the language around this is quite ambiguous. What does "…as long as the operator/host is present in the principal dwelling unit during the stay" actually mean? What if you have a short-term rental ADU but contract out its operation, and now the principal residence owner and the operator/host are not the same? More importantly, how are you going to know whether that requirement is being complied with on an ongoing basis? A condition that depends on where a person actually resides and whether they are physically present during a guest's stay is fundamentally different from a condition that can be verified once at the time of a development application. I could go on and on about these provisions, but bottom line, I think you better go back to the drawing board with the language used here because I'm not sure they capture what is intended.

Let's move on to parking.

We see areas of the city now where entire streets are semi-detached dwellings. Each unit appears to have more cars than parking, so the street is usually lined with cars that you have to very carefully navigate through. I could only imagine if each of those lots were doubled from a two-unit to a four-unit. The graphics in the bylaw booklet unfortunately don't show where parking would be for the number of cars per unit that will exist in reality.

I would also like to know what actual parking-demand assumptions were used in developing these provisions. How many vehicles per dwelling unit were assumed? Was visitor parking considered? Was existing on-street parking capacity considered? Were the widths of existing residential streets considered? And, importantly, was the cumulative effect of multiple properties on the same street being intensified considered? A bylaw saying you need one additional parking spot for a unit doesn't address

how many vehicles will actually be involved in its occupancy. To my mind, this is another example of language used to appease residents with perceived guardrails that don't actually exist.

A parking standard that works for one four-unit property does not necessarily mean that the street can accommodate four-unit development on many properties. I believe this needs to be evaluated at the neighbourhood and street level, not simply on a lot-by-lot basis. Four units will mean substantially more residents, which translates to more vehicles, deliveries, visitors, waste and waste pickup, and overall daily activity in the area.

I also have questions about municipal infrastructure. A property being physically capable of connecting to municipal services is not necessarily the same thing as the surrounding infrastructure having sufficient capacity to accommodate substantial cumulative increases in the number of units. Has the City assessed the capacity of existing water, sanitary sewer and stormwater infrastructure in established neighbourhoods if a significant number of eligible properties are intensified?

Stormwater also deserves particular attention. Four-unit redevelopment will mean more building area, driveways, parking and other hard surfaces, and less permeable land. What safeguards will ensure that increased density does not simply transfer drainage problems onto neighbouring properties or existing municipal infrastructure?

I am also concerned about what happens to mature trees, established yards and permeable green space when existing lots are redeveloped. The City has identified protection of natural assets as an objective in the new bylaw, including requirements intended to protect existing natural assets, so how have those objectives been reconciled with increased building and parking coverage on existing residential lots?

The Official Plan itself describes contextually sensitive development as development where, among other things, building scale and front facades are similar to the surrounding street and massing issues are mitigated. I question whether an as-of-right system, where meeting predetermined technical requirements automatically establishes the right, provides enough opportunity to consider whether the resulting development is actually "contextually sensitive".

We should realize that increasing the number of units doesn't automatically mean we'll see an increase in affordable housing. More housing supply may be a legitimate policy objective, but new housing rents are not captured under the *Residential Tenancy Act* in terms of rental increase protections until a rate is established. How will the City measure whether the additional density is contributing to increasing affordable and suitable housing?

I would also wonder whether these policies have been tested against the realities of Charlottetown rather than simply against planning models that may work in larger urban centres. I understand that the City is using outside consultant support in developing the bylaw, and while I do not question the qualifications of outside consultants, I do question whether the particular circumstances of Charlottetown have been given sufficient weight. Charlottetown has established neighbourhoods with relatively narrow streets, existing parking pressures, mature trees, older infrastructure, modest-sized lots and a very particular scale and character. What may be appropriate in a larger urban centre with different infrastructure, transportation options, lifestyles and development patterns may not necessarily be appropriate here.

We know the four-unit as-of-right policy was driven by the Housing Accelerator Fund and the desire to secure federal funding. But funding incentives should not replace good local planning. We have to ask whether this as-of-right policy would be implemented had it not been for the HAF? I think not. Once that funding is spent, the bylaw will remain, and the consequences of the decisions being made now will remain with Charlottetown residents for decades and we will be the ones to suffer with an ill-planned overlay to our existing neighbourhoods.

People like me who love their neighbourhood for its sense of community and pride of ownership, where kids can safely cross the street without having to dart through parked cars and have backyards to play in should not be forced to accept that the neighbourhood they chose to live in can be fundamentally transformed without meaningful consideration of the consequences.

I want to be clear that I am not suggesting Charlottetown should stop allowing additional housing, nor am I suggesting that an ADU or four-unit development can never be appropriate in an established neighbourhood. But I am asking Council to distinguish between allowing gentle density where it is appropriate and creating a broad as-of-right entitlement that removes meaningful consideration of cumulative neighbourhood impacts.

I know there has been considerable work done on this file and assume that it has not been an easy task. I also know there's an election coming and Council wants to wrap this up ahead of that for a lot of reasons; but I respectfully ask you to slow down and take another look at all this before it becomes entrenched. Each of you must ask yourself - what will my street look like if everyone exercises this right? Ignoring the HAF funding, what is the number if we want for as-of-right density provisions? Is it 2, or 3, or 4 units? The public consultation already told us it is not 4. It is much easier to get the rules right before the buildings are built than to try to solve the problems afterward.

Thank you for considering my submission.

Vanessa Trainor - Resident, Ward 5

From: Philip West <[redacted]>
Sent: Friday, September 18, 2026 10:11 AM
To: Planning Department <planning@charlottetown.ca>
Subject: Zoning & Development Review

You don't often get email from [redacted]. Learn why this is important
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

I am writing today to express my support for the new zoning and development bylaw. Specifically I would like to add to the public register my support for ADU's, while also rebutting some specific concerns cited by residents at the most recent public consultation.

ADU's

My father in law passed away two years ago today. We were hoping to move him into our home, and finished our basement to accommodate him. Unfortunately, the basement stairs were too large an encumbrance. Had we been able to build an ADU on our property we would have had the chance to enjoy his final years together in a way we ultimately did not. More generally, ADU's provide an opportunity for multi-generational living that other housing forms can not.

Neighbourhood character

Many residents in 'older, established neighbourhoods' expressed concerns about the changing character of their neighbourhood. Your neighbourhood character was established long before the first zoning bylaw in the city of Charlottetown. Introduced in 1999, long after the 500 Lot area, Brighton, The Commons and The Royalties were established. Property owners were free to build as their needs dictated.

Traffic

There is no denying we live in a car-centric society. This is changing. Millennials and younger generations are increasingly opting to forego car ownership for a variety of reasons. Denser neighbourhoods are walkable neighbourhoods - better able to support local businesses, while also increasing our tax base allowing for more amenities such as parks and other city services to be financed responsibly.

(https://ceepr.mit.edu/wp-content/uploads/2021/09/2019-006.pdf)

https://www.researchgate.net/publication/278400659_Car_Ownership_among_Young_Adults_Generational_and_Period-Specific_Perspective

Thank you for your consideration,

Philip West
[redacted]
Charlottetown, PE, [redacted]

Sept. 17, 2026

To the Planning Board Committee & City Council:
Please find below my observations/comments with regards to the draft Zoning and Development Bylaw.

ZONING MAPS

- On the landing page of the Zoning and Development Bylaw Review (https://www.charlottetownhall.ca/zoning-and-development-bylaw-review) the current and proposed zoning maps are basically unreadable.

- The downloadable draft updated zoning map [Draft Updated Zoning Map (2.52 MB) (png)] on the same landing page is such a low resolution that it is hard to read in my opinion. You can barely zoom in, so it becomes quite difficult to see clearly the different zones (for example what zones are say RN or RM when adjacent)

- Yes, the draft zoning map that is included inside the full document (Draft Zoning and Development Bylaw (16.8 MB) (pdf) on page 196 has excellent resolution so you can zoom in to find your area/street. However, it would be improved if the map included some major street names to help resident orientate themselves. Currently, unless you are intimately familiar with the topography of Charlottetown, you need to have a google map of Charlottetown open on another tab just to compare to the draft zoning map to understand where your zone is.

- A high resolution of the Current Zoning Map should also be included in the Draft Zoning and Development Bylaw pdf, to better help residents understand how zoning will change in their neighborhood compared to the current bylaw.

- How can residents be expected to understand how the proposed zoning changes will affect where they live, and the city in general, and provide valuable feedback if we can't read/understand the maps?

LOT SIZE

- Lot sizes, and other requirements such as setbacks, heights etc, in the Draft Zoning and Development Bylaw pdf are consistently given in metres. For example: "*1 detached ADU may be permitted on a lot with a single-detached…if the subject property meets the following requirements: (a) The lot has a minimum area of 500 m^2.*" However, properties on Prince Edward Island are described in terms of acreage, or a percentage thereof, **not** metres. Yes, you could argue that it's a simple calculation to translate one's property size from acres to metres. However, it does create a barrier for residents to easily understand the Draft Zoning and Development Bylaw in relation to their property and their neighbourhood.

PUBLIC TRANSPORT DOES NOT REPLACE CARS – PARKING REQUIREMENTS STILL NEEDED

- There seems to be an emphasis/assumption in the Draft Zoning and Development Bylaw that public transport can replace cars. This is only realistic if there is <u>robust</u> public transport, making it convenient for residents to use public transport instead of a car. Right now, the T3 bus basically only operates during normal work hours. This will not encourage people to abandon their cars in favour of public transport. Perhaps the major changes in parking space(s) requirements in the Draft Zoning and Development Bylaw need to be reassessed. Once you remove the requirement for parking spots for developments, combined with a lack of practical public transport, there is a obvious risk that our city streets simply become the parking spots.

4 UNITS AS OF RIGHT – POTENTIAL LONG-TERM PROBLEMS FOR RESIDENTIAL CHARLOTTETOWN

- Obviously this is one of the more contentious aspects of the Draft Zoning and Development Bylaw, particularly for residents who live in RN/RM areas. As I understand it, it comes from the push by the Federal government in it's Housing Action Plan/Housing Accelerator Fund. Yes, we need more housing but not at any cost. Some consideration of the potential downsides of having "4 units as of right" needs to be examined. Although property lot sizes are generally small, for example in RN/RM areas, many properties would probably qualify for 2 units. The human perspective is that a resident could go from having an adjacent neighbour's property with say 2-4 people currently living on it, to it suddenly expanding to 8 or 9 people living next door (assuming each additional ADU has 2 bedrooms). So that means more noise issues, more cars parking in the street issues, garbage collection issues among other problems. I think the committee and council need to strongly reconsider this '4 units as of right' and to implement safeguards/restrictions to ensure that RN/RM areas retain the 'residential neighbourhood' qualities: why people live there in the first place. Short Term Rentals, for example, have already caused problems in residential neighbourhoods: cramming more people onto a 500 square metre lot through more ADUs might look great on paper in "solve the housing crisis," but the potential long-term detrimental affects need to be considered first before allowing '4 units as of right.' The problems of allowing "4 units as of right" ADUs may in the long run outweigh the short-term gains. I personally think lot sizes need to be much bigger than 500 square metres before allowing 2 ADUs.

A SIMPLIFIED VERSION of the Draft Zoning and Development Bylaw

- The Draft Zoning and Development Bylaw is, by necessity, a big complex document.

A more simplified version of the document; an overview of the main themes for example, might be helpful to residents. One that can remove overly technical aspects or present them through more graphs rather than words, as well as communicating the information in a more simplified English. This would also benefit certain residents, for example, who have English as their second language, or a reading disability. Many municipalities around the world often produce a so-called 'simplified' version of such complex documents, to help all residents better understand them. If residents can better understand the changes proposed, we can better engage in the process, while providing more meaningful and relevant feedback. The current document feels slightly overwhelmin to an average resident of Charlottetown.

MORE PUBLIC CONSULTATION NEEDED

- I realize there is pressure to bring the Draft Zoning and Development Bylaw into effect prior to the upcoming election. It's natural that the current city council would want to complete the job they started. However, given the major changes proposed in the Draft Zoning and Development Bylaw and the far reaching and long-term affects they will have on the residents of Charlottetown, it warrants more scrutiny, revisions, and more public consultation before voting to bring these significant changes this into law.

I thank you for your time

Sincerely,

Jim O'Leary
WARD 3

From: Dianne Young <[redacted]>
Sent: September 17, 2026 8:31 PM
To: Hall, Sebastian <shall@charlottetown.ca>
Subject: bylaws

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City of Charlottetown,
I am writing to express my support for the city of Charlottetown's proposed draft zoning and development bylaw both personally and on behalf of Sparrow Landing Tiny Homes, an organization working towards the reduction of poverty by creating affordable housing .

Charlottetown needs more housing that is diverse, accessible and affordable. We support this bylaw as an important step toward making that possible.

Thank you for your time ,
Warm regards,
Dianne Young

From: James Barbour <[redacted]>
Sent: Saturday, September 12, 2026 8:49 PM
To: Planning Department <planning@charlottetown.ca>
Cc: kramsy@charlottetown.ca; Mayor of Charlottetown (Philip Brown) <mayor@charlottetown.ca>; Jankov, Alanna <ajankov@charlottetown.ca>
Subject: Concerns about possibly rezoning of properties including Warburton Drive

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, I am a resident of Warburton Drive, and was recently made aware of proposed rezoning of certain properties at Warburton Drive, Beer Street, and Kelley Court.
A similar situation was the reason we left our last home - 821 Bannockburn Road, after Bulk Carriers put up a huge parking lot and building and a whole bunch of trucks/trailers directly behind our property. In that situation as well, we had no idea about the proposal until we were made aware by someone else who happened to hear about it.

So we have major concerns with the proposals in our area for growth corridor (GC) and neighborhood (RN). There is one house on our road that was for sale for well over a year and from the pictures of the house online it has clearly been used as a rental property to several individuals, breaking the longstanding restrictive covenants that have long been in place (which my wife's grandfather, Dennis Friesen, a city planner, helped to incorporate). For several reasons, we certainly do not wish that this is replicated on more properties on our road.

Traffic is already so, so bad. Some of you should go to Warburton drive on a weekend afternoon or a weekday around 4:30pm and attempt to turn left - I sometimes wait for a while then just give up and go right. So traffic is already crazy, and there is the big new apartment building going up close to the Tims/Esso corner, which will only increase it. This on top of all that...just too much.

Please don't accept this proposal. We are a family of 7 now. There were six of us when we moved to get away from the results of Bulk Carriers passed proposal 2 years ago, and if this proposal gets approve, we will likely move again as a direct result, and we will if we have to, but we would much rather stay here, raise our family in relative peace and quiet, and with the already-busy traffic that we are still getting used to without it getting worse.

Thank you for reading this.

-James Barbour

From: Srix4123 <[redacted]>
Sent: September 16, 2026 7:28 PM
To: Hall, Sebastian <shall@charlottetown.ca>
Subject: Support for Charlottetown's Proposed Zoning and Development Bylaw

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Dear City of Charlottetown,

I am writing to express my support for the City of Charlottetown's proposed Draft Zoning and Development Bylaw, both personally and on behalf of **Sparrow Landing: Tiny Homes.**

Charlottetown needs more housing that is diverse, accessible, and affordable. We support this bylaw as an important step toward making that possible.

Thank you for your work on this important issue and for considering our support.

Sincerely,

Sara Rixon
Member of Sparrow Landing

From: Hans Connor <[redacted]>
Sent: Tuesday, September 15, 2026 8:40 AM
To: Planning Department <planning@charlottetown.ca>
Subject: Vote against new plan

You don't often get email from [redacted] Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Charlottetown City Council:

For many years municipalities, through urban planning, have focused on improving everyday life and the wellbeing of the people, with measures like minimum lot sizes, adequate green space in subdivisions, width of streets, infrastructure reliability, parking per unit, fire protection, beautification and parks.

The City of Charlottetown has succeeded on these core values to the point where people love this place and want to keep it the way it is.

The changes proposed in the new City Plan are profound, and accepting this call for increased density would be a disregarding of issues plaguing densely populated urban societies, including mental health issues, addiction, road rage and criminality.

It would be a slap in the face to citizens who want thrive and support others in our community by crushing the soul of the City.

You, as representatives of the citizens, must surely be having second thoughts about something that will reduce quality of life and rob our City of its uniqueness and charm.

The citizens of Charlottetown have put their faith in you to protect our values, our community, our cultural heritage, our historic patrimony.

It is about more that streetscapes and density, it is about our heart and soul.

This is what our visual and spatial environment really means.

I humbly ask that you find the fortitude to vote against this plan as it has been proposed.

We, the people of Charlottetown, can then work together for a better solution that includes the retention of a liveable and beautiful City.

Sincerely,

Hans Connor
[redacted]

From: Sandra Doherty <[redacted]>
Sent: September 17, 2026 8:49 PM
To: Hall, Sebastian <shall@charlottetown.ca>
Subject: Zoning comments from Sandra Doherty

You don't often get email from [redacted]. Learn why this is important

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Dear Sebastian,

Attached please find my comments regarding proposed zoning changes to our city.

In advance, thank you for taking the time to read them.

Sincerely,
Sandra Doherty
[redacted]

Neighbourhood Character & Resident Expectations

This neighbourhood (R1-L) is defined by low density, single-family homes, large lots, and green space. Allowing multiple units as-of-right would fundamentally alter established neighbourhood character. Residents purchased homes based on existing zoning; changing rules now undermines long-term investments.

Infrastructure Capacity

Higher density may strain roads, intersections, parking, parks, and amenities. He specifically cites concerns around the North River Road / Capital Drive / Lower Malpeque Road area.

Environmental Impacts

Large lots often contain mature trees and gardens. Increased infill will lead to tree loss, reduced green space, and diminished environmental quality.

One-Size-Fits-All Policy

Not all neighbourhoods are the same; uniform density rules ignore unique characteristics. He argues for neighbourhood-specific policies and protections.

Loss of Public Input

As-of-right development removes opportunities for residents to comment on projects affecting their properties. Major changes should undergo public review and consultation.

Dear Planning Board Members,

I first want to start by saying thank you for your efforts in updating the City of Charlottetown's Official Plan.

I want to share some concerns that I have heard from the residents that I represent as a local MLA regarding the proposed changes to our zoning regulations and development bylaws. I again say thank you for allowing me to voice the concerns of my constituents.

In my recent conversations across the area, constituents have raised widespread concern about some of these policy shifts. City planning consultants have noted that expanding "as-of-right" rules would allow up to three secondary units on a single property without discretionary review or a council vote. While proponents frame this as a quick way to increase density, stripping away public notice and democratic oversight leaves existing residents without an avenue to have their say in how their own streets and neighborhoods evolve.

To summarize what I am hearing directly from the community:

- **Loss of Oversight and Neighborhood Character:** Blanket "as-of-right" approvals remove site-by-site council reviews and public notices. This one-size-fits-all approach risks disrupting the character, scale, and quiet nature of established residential streets, completely ignoring differences in lot size or street capacity. Also, it was mentioned in the last public meeting on this point, with the questions of if an individual sells their property (as the 4 unit as of right, as I understand it, has to have a resident living in the primary residence on the property), what would happen in this situation?
- **Parking and Traffic Congestion:** Eliminating minimum off-street parking requirements ignores daily reality. Pushing extra vehicles onto neighborhood streets will cause bottlenecks, endanger pedestrians, and block emergency access. Crucially, during winter months when street parking bans are in effect, there simply won't be anywhere for these vehicles to go. As the City has done great work to promote and expand the use of public transit and Active Transportation, many still refer to the Island (and its Capital) as a "car culture."
- **Prioritizing Developers Over Residents:** Sweeping deregulation removes standard requirements for developers, while forcing existing residents to live with the long-term impacts on community safety, livability, and property values.

I understand the difficult balance the Planning Board must strike between expanding housing supply and managing growth. However, deregulation should not come at the expense of the neighbors who have invested in this community for years.

My constituents are asking the Board and Council to not rush any decisions and to try and fully understand the potential impacts that decisions made today, will have lasting impacts on the current and future residents in the Birthplace of Confederation.

Thank you for your time, consideration, and service to our community.

Sincerely,

Zack Bell

MLA Charlottetown-Winsloe

From: Dave Morrison <[redacted]>
Sent: Friday, September 18, 2026 10:20 AM
To: Planning Department <planning@charlottetown.ca>
Cc: McCabe, Julie <jlmccabe@charlottetown.ca>
Subject: Zoning and Development Bylaw Review

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September 18, 2026

Planning & Development Department

City of Charlottetown

199 Queen Street, P.O. Box 98

Charlottetown, PE C1A 7K2

Attention: Mayor, Members of City Council, and the Charlottetown Planning Board

RE: Formal Objection to Proposed Draft Zoning and Development Bylaw – Blanket General Commercial (GC) Re-zoning on Brackley Point Road and City-Wide Expansion of Accessory Dwelling Units (ADUs)

Dear Mayor, Members of Council, and Planning Board Members,

We are writing to formally register our strong opposition and frustration regarding the proposed Draft Zoning and Development Bylaw. As long-time residents of Brackley Point Road in Sherwood, we are deeply concerned by the City's proposal to rezone our established residential property and surrounding neighborhood to General Commercial (GC) / High-Density Growth Corridor, as well as the city-wide expansion of "as-of-right" Accessory Dwelling Units (ADUs).

1. Opposing the General Commercial (GC) Re-zoning of Brackley Point Road

Our primary concern is the arbitrary re-zoning of our family home from a single-family residential designation to General Commercial. Transforming established residential corridors in Sherwood into commercial zones mimics the heavy commercial sprawl seen along North River Road, St. Peters Road, and Mount Edward Road, fundamentally altering the fabric of our community.

- **Lack of Direct Consultation:** It is deeply frustrating that affected property owners were never personally contacted by the City regarding a change as significant as shifting our residential properties into a commercial classification. Discovering this proposed change on a draft map without direct notice undermines community trust and leaves residents feeling left to "fight City Hall" just to preserve their homes.

- **Negative Impact on Established Neighborhoods:** Introducing high-turnover commercial uses, delivery traffic, wider roads and exterior commercial lighting directly adjacent to long-standing residences compromises safety, privacy, and peace of mind.

- **Financial and Property Tax Uncertainty:** Shifting residential properties to commercial zoning raises serious questions regarding future land assessments and property tax burdens. While our home remains residential, commercial speculation on adjacent lots risks driving up land values and unfairly inflating our provincial property tax assessments.

- **Legal Non-Conforming Restrictions:** Classifying existing single-family homes as "legal non-conforming" creates unnecessary technical hurdles and stress regarding home insurance, financing, and rebuilding rights in the event of major property damage.

2. Concerns Regarding City-Wide "As-of-Right" ADU Expansion

We are not in favour of the proposed ADU Expansion for mature neighborhoods with the following concerns:

- **Erosion of Neighborhood Character:** Blanket density increases erode the established physical scale, privacy, mature tree canopy, and green space of long-standing residential streets.

- **Infrastructure Strain & Traffic Pressure:** Introducing high-density infill into mature pockets places immediate strain on aging water (usage), sewer, additioinal policing, fire department, bylaw officers and stormwater networks. Furthermore, reducing off-street parking mandates in areas with narrow streets will create severe parking bottlenecks and localized traffic congestion.

- **Removal of Public Voice:** Eliminating public notices and Council review for multi-unit additions removes the right of tax-paying neighbors to provide meaningful input on developments directly impacting their properties.

Conclusion and Requested Action

The pressures driving these changes—including federal population growth mandates—should not be solved by eroding the stability, safety, and character of Charlottetown’s established residential neighborhoods.

We respectfully request that City Council and the Planning Board take the following actions prior to any final vote:

1. **Remove Brackley Point Road in mid-Sherwood from the General Commercial (GC) / Growth Corridor map update** and maintain its existing single-family residential zoning classification.

2. **Re-evaluate the blanket "as-of-right" ADU regulations** to ensure neighborhood notice, discretionary site reviews, and adequate parking requirements remain in place for mature residential communities.

3. **Conduct direct, written consultations** with all property owners whose zoning classifications are proposed to change.

Thank you for your time and consideration of our feedback. We urge Council to protect our neighborhood and represent the residents who call Charlottetown home.

Sincerely,

David and Shelley Morrison

[redacted]

From: Aidan Moreau-MacLeod <[redacted]>
Sent: Friday, September 18, 2026 10:38 AM
To: Planning Department <planning@charlottetown.ca>
Subject: In support of ADUs

You don't often get email from [redacted]. Learn why this is important
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I am writing to voice my support for the permitting of auxiliary dwellings in Charlotteotown(backyard suites) . Through first-hand experience I have seen the benefit of their construction on families, neighbourhoods, and communities.

Before moving to Charlottetown, I was employed with a company in Halifax who specialized in backyard suites. I saw first hand their positive impact, and how effective they are at strengthening communities.

The majority of the units were built to provide a generational approach to housing. Most often, homeowners and their aging parents would pool finances to build an ADU, with the intent of it being a long-term rental until such a time as the parents needed assistance in living. At that point, the parents would be able to move into the unit and live with autonomy, support, and inclusion in their communities. No units in the urban core were earmarked for short term rental, and most were rented to people with personal connection to the homeowner.

In a few instances, the rental period was forgone and the parents moved directly in. This was an extremely effective means to keep families together - frequently getting three generations on the same civic lot.

For most units the construction period was brief. From permitting to move-in was usually around 5 months, with the majority of the invasive work done in a matter of weeks. This included buidling on granite - much more severe ground conditions that slowed excavation. There are always other factors at play, and no two builds are the same - but they are frequently less invasive than minor roadwork to most neighbourhoods.

Beyond my experience from the construction side, I believe Charlottetown is in the unique position of being able to properly plan and guide development in a way that strengthens and expands our community capacity. The addition of housing stock through the so-called 'missing middle' approach is far superior to the now-standard urban sprawl, and backyard suites are an excellent way to help growth, provide value and passive income to homeowners, and keep the vibrancy and character of Charlottetowns' neighbourhoods alive.

Please take this opportunity to make a smart choice for families, homeowners, and renters. Our city doesn't need to look like another powercentre parking lot like so many other bland communities in Canada.

Best,

Aidan Moreau-MacLeod

Sept 18, 2026

Re: Zoning And Development Bylaw comments

Hello,

Below are comments on the draft Zoning &development bylaw.

This draft still seems to be a work in progress and I would encourage Planning Staff and Council to consider holding another Public meeting when the current round of comments has been reviewed and addressed. The meeting would serve to inform the public of how the concerns were addressed and would answer questions from the public at the meeting when asked. The latter could immediately, when possible, address or allay or better define concerns and likely generate good discussion among the participants (audience/residents, consultants, and council) which is usually a goal of a meeting.

I would also like to ask why this proposed bylaw is allowing Accessory Dwelling Units (ADU) to be used for Short Term Rentals(STRs) when the city keeps saying it has a housing shortage. To amplify this point, the federal government has programs to help communities remove STRs from the housing market. My understanding is that if an individual receives funding under the HAF to build ADUs, that ADU can not be used for a STR. If this is correct, why would/how can the city use HAF monies to create a bylaw that allows ADUs to be used for STRs?

> https://housing-infrastructure.canada.ca/housing-logement/stref-farlcd/index-eng.html
> **About the Short-Term Rental Enforcement Fund**
> Canada needs more long-term housing, and the federal government is taking action to crack down on non-compliant short-term rentals which are keeping homes off the market across the country.
> In 2023, the Government of Canada's Fall Economic Statement proposed $50 million over three years, starting in 2024-25, to launch a Short-Term Rental Enforcement Fund (STREF). This commitment was also reiterated in Budget 2024. The STREF is one measure in the whole-of-government approach to addressing housing challenges, as outlined in Canada's Housing Plan.
> The STREF aims to limit short-term rentals that take away units from the long-term housing market across the country. The program provides grant funding to municipalities and Indigenous communities with existing strict regulatory regimes to support the local enforcement of short-term rental restrictions in an effort to make more long-term housing units available in Canada.

My comments/queries on individual sections are below *in italics*.
Thank you for providing the opportunity to comment.

Sincerely,

Andrea Battison

2.9 SITE SPECIFIC ZONING AMENDMENTS

.1 Site specific zoning amendments for changes to dimensional zoning measures (frontage, height, parking count, tree planting etc.) shall be addressed through variance protocols and are otherwise not permitted on a site specific basis.

I thought that rezoning was to be used instead of multiple variances so that a wider scope was evaluated? Wording here does not seem consistent " shall be addressed through variance protocols and are otherwise not permitted on a site specific basis"

2.5 Development Pathways

Three pathways indicated but no clear indication of steps in these pathways – particularly Site Plan and Development Agreement pathways. I eventually found the flow diagrams in a separate document on CharlottetownHall.ca Could that document be included as an Appendix in the bylaw as an easier reference?

2.10 Bonus Height

Why are Bonus Height applications only be assessed by a Development Officer and the Design Review Board? There is no mention of need for Planning Board review/approval or Council. If Bonus Height is awarded for public art or greenspace initiatives, will these only be assessed by Design Review Board or with other committee input? Does this need to be specified here? Projects that involve Bonus height can have significant impact on neighbourhoods. As it reads now, it seems a building could apply for and be granted Bonus Height without even the councillor representing the neighbourhood knowing about it unless they were on Design Review Board. Is this correct?

There is no definition of a Design Reviewer in the Definitions section only the Design Review Roster. What professional expertise is implied – urban planners, architects, landscape architect others??

Design Review Roster means a roster of individual, external design reviewers whose professional expertise is sought by the City to evaluate development applications subject to the design review process as per the provisions of the bylaw.

2.11 Public Benefits

2.11.i Affordable Housing

No specifics of what proportion of the building will be allocated for Affordable housing. A minimum should be defined. Why only minimum 10 years. Other jurisdictions will require Affordable housing to be a permanent component of the building . This makes sense as the bonus height is permanent.

2.11.e Open Space

Needs some definition of minimum space (proportional to building footprint or total floor area?)
Will this Open Space need to be accessible 24/7? Should be specified.
The definition for Open Space in the Definition section indicates this land is "inappropriate for development". This being the case, why would the city provide Bonus Height to the developer for the area they can't develop anyway?? It seems the developer is being rewarded and given extra height for owning less developable land?? Will property owners with waterlots be able to claim that section of Open for their Bonus Height request?

> **Open Space** means land which is inappropriate for development by reason of distinctive natural or anthropological characteristics, or because of inherent or natural hazards such as susceptibility to flood or erosion which, if developed, may cause property damage or loss of life.
>
> **Open Space (Water)** means open water within a water lot which is inappropriate for development by reason of its distinctiveness and/or natural environment (aquatic marine habitat and environment) or natural hazards such as susceptibility to wind, tides, navigational concerns, ice, etc.

> **17.6 PERMITTED WITH CONDITIONS**
> .1 Encroachments into the public street rightof-way for decks, signage, public art, and architectural features above 3 m from grade at the streetline may be considered by Planning Board.

Why would this not be a requirement i.e., "Shall be"?

> **27.6 APPROVED LEGACY DEVELOPMENT CONCEPT PLANS**
> .5 A working site plan or building plan for an outstanding phase shall be reviewed in accordance with the process established by the Approved Legacy Development Concept Plan or associated Development Agreement. Where no process is established, Council may approve the plans on the recommendation of the Planning Board where they are consistent with the Approved Legacy Development Concept Plan.

2.13 and 2.14 Bylaw Enforcement and Offenses

Section 2.141.e and 2.14.2 contains statements using "shall" and "is" guilty of an offense
Yet, section 2.13 on enforcement is contains only the word "may" in response to enforcement options.

Why would there be a definitive for being guilty of an offense but, an arbitrary level of enforcement?

A recent example of the province building a transitional housing building with offices on Hillsborough St without a building permit in place or a site specific exemption or rezoning for institutional use and office space comes to mind. This can lead to a perception of favouritism to certain developers or agencies by the city.

2.16 Appeals

Removal of the Reconsideration option severely limits the public's ability to question city decisions related to following the procedures and the bylaw. Reconsideration was open to any aggrieved person. The definitions for an aggrieved person at IRAC are much more restrictive. Are the consultants aware of the Order for LA26-01 has restricted the individual right to appeal permitting concerns (which could follow from concerns of adhering to procedures and the bylaw) so was did not meet 27.1.d of the Planning Act.

> "50. Second, the Appellant's overall concerns about the City's lack of diligence during the permitting process are not concerns that will adversely affect her reasonable enjoyment of the neighbouring property that she occupies."

2.17 Demolition Permits

2.17.2 wording reflects current Heritage Preservation Bylaw but not draft in review. Better to wait for Z&D bylaw until Heritage Conservation Bylaw ready. Direction of **development and demolition** in the 500 Lot Area will be driven by how these two bylaws interact.

3.4 Fences

3.4.2 The maximum height for a fence in any zone is 2.5 m, and in the front or flankage yard the height of the fence shall not exceed:
(a) 1 m in the 500 Lot Area (excluding the Port Zone);

Lots are generally smaller in the 500 Lot Area. Corner lots in particular may have limited private space available in the back yards. In areas closer to the Downtown Core, security (trespassing, strangers sleeping in backyards) is just as much an issue as privacy. Would it be possible to amend this that the fence must be maximum 1 m for the flankage lot line that extends from the front face of the building to the street/sidewalk as a compromise?

Any regulations for chimneys at ground level or 6 ft or floating docks?

3.14 Fuel Burning Buildings

See City

> shall be regulated by the Environmental Protection Act R.S.P.E.I. 1988, Cap. E-9 and

the Environmental Protection Act R.S.P.E.I. 1988, Cap. E-9 Air Quality Regulations (No. EC377/92).

3.16 Shipping Containers

.3 A shipping container may only be used to contain an office use, retail use, restaurant use, drinking establishment use, or urban farm use in the BP, DC, DMS, DW, GC and GN Zones.

.4 Shipping containers may be used as accessory dwelling units in all zones where accessory dwelling units are permitted, and subject to the rules for ADUs found in Section 4.7.

Is the city encouraging use of shipping containers on DN and DMU residential areas? How does this integrate with historic properties of 500 Lots?

3.19 DEVELOPMENT STANDARDS FOR COMMERCIAL FLOATING STRUCTURES AND LIVE ABOARD VESSELS/FLOAT HOMES

.1 Live-aboard vessel/float homes and floating commercial structures shall be a prohibited use in any water lots that border the Hillsborough River or Charlottetown Harbour.

If they are a prohibited use, why all the rules for their use?
The (old) QuarterMaster and Yacht Club marinas are in waterlots. People often live aboard their boats all summer. How do these regulations apply to these boats? Once you get to the Definitions section, you see that these do not apply to pleasure craft used by owners. Why not just indicate that here in the first place?

4.6 ACCESSORY DWELLING UNITS – ATTACHED

4.6.2 (c) 1 additional parking space shall be provided on the same lot;

8.2.2 There are no minimum parking requirements in the 500 Lot Area of Charlottetown which is inclusive of the DC, DMS, DMU, DN and DW Zones.

Is 4.6.2.c in conflict with 8.2.2?
Some ADUs may be lower on the rental scale. Some may be selected as a cost-saving effort. Why would it be necessary to include a parking space? Not everyone would want or could afford a vehicle. Surely the property owner could choose whether they want to offer a rental space with a parking spot ***or not.***

Maybe the primary home owner doesn't have a vehicle. Would an additional spot still be required? This parking requirement will limit which properties in dense areas, like the 500 Lot Area, could use an attached ADU as an income revenue (helpful for new homebuyers).

Why is there a table 8.1 for minimum parking requirements when the consultant stated , I as recall, that minimum parking requirements had been eliminated?? Did I mishear?

Table 8.1 Residential Parking Requirements per lot outside of the 500 Lot Area

Type of Use	Minimum Parking Requirement
Single dwelling unit, semi, duplex, townhouse, or attached ADU	1 parking space per dwelling unit
Detached or detached accessory dwelling unit (ADU)	As noted in Sections 4.6 and 4.7
Affordable housing	0.5 parking spaces per dwelling unit; If the affordable unit(s) is within 400 m of a bus stop, 0 spaces per unit are required.
Short-term rentals	1 space per rental for the first 2 units, 0.5 spaces per unit for the additional units.
Home occupation	A minimum of 1 parking space per working employee; plus 1 visitor space. If the home occupation is within 400 m of a bus stop, the parking space requirements may be reduced to one space.
RM, RH, GN, GC Zone parking requirements	0.5 parking spaces per unit.

Figures 4.1 – 4.3

A legend for the colour coding would be helpful.

Is the intention to indicate a basement suite in 4.1 and 4.3?

What is the difference between an ADU detached and a Secondary Suite? It seems secondary suites are a subtype of ADU. Why not just include this term in the definition section?

> 4.7.5 No secondary suite (as defined in the National Building Code) shall be permitted as a detached structure.

The PEI Planning Act indicates ADU's can not be used for Short Term Rentals. This seems contrary to the presentation. How is the Z&D Bylaw being compliant? Even if it is because Charlottetown is a municipality with its own zoning guidelines why would the city go against what could be a provincial effort to increase long term housing by allowing STRs in these ADU's??

https://www.princeedwardisland.ca/en/information/land-and-environment/accessory-dwelling-units

> July 2, 2026
> "**What are the changes?**
> **…..**
> **Note: Accessory dwelling units may only be used for housing on a long-term basis, more than 30 days, and cannot be used as short-term rentals or tourism accommodations"**
>
> The changes apply to areas of the province outside a municipality with an official plan and bylaws. To find a list of municipalities with official plans and bylaws, click here**.**

42. More than one dwelling on a lot -exception

.2. (e) the accessory dwelling unit has a minimum of one dedicated parking space;

.2 (g) the accessory dwelling unit shall only be used for housing on a long-term basis in excess of 30 days and shall not serve as short-term rental or tourism accommodations;

.2.1 (a) is not eligible for a license under the *Tourism Industry Act* R.S.P.E.I. 1988, Cap. T-3.3;

4.9 HOME OCCUPATIONS

What is the difference between 4.9.3.h and 4.9.3.j regarding "Office Use"?

There is no definition of a "medical clinic" on searching the document. What do these include or exclude?

4.11 TOURIST ACCOMMODATIONS

4.11.1 *Why would you list specific companies e.g., AirBnB, VRBO, rather than the generic "short term rental? Company names change. The latter term is more universal.*

4.11.1 b, d-f

(b) No kitchen and/or cooking facilities are permitted in a guest room;

d)An ADU may be rented as a short-term rental if the operator/host is present in the Principal Residence during the time of stay;

(e) The operator/host does not have to be present during the stay if the entire dwelling unit is rented;

(f) No more than 1 booking may

These statements have the potential to be contradictory. A tourist home (generally considered self-contained) could be a one room studio suite in which case (b) would disallow it.
Sections (d) and (e) seem contradictory. Either the owner has to be there or they do not. If the property has one accessory unit (attached) can the owner rent their own and the accessory unit (the entire dwelling?). Is this what section (f) is for? How does (f) apply if there are two attached accessory units in the dwelling? How would the city practically enforce the owner residence requirement?

PART 6 Design Standards for 500 Lot Area

6.5 WINDOWS

.1 The front and flankage façades shall carry a consistent style and material of windows.

Is there any guideline for the style chosen?

6.8 LANDSCAPING

.3 Front doors shall connect to adjacent sidewalks by a hard-surfaced walkway no less than 1.8 m wide.

What is the rationale for a nearly 6' wide sidewalk connecting the house to the street? Some homes *have very narrow frontages and this seems out of scale. This requirement in the RN zone is only 1.5 m (Figure 10.2) although, this written requirement is for 10.4.6 for commercial (note your table is over two pages and incomplete) and not residential. Why?*

Greenspace in front of homes in the 500 Lots is often extremely limited and people can work very hard to create some greenspace which improves the look and feel of our neighbourhood (which also contributes to the groundwater to help sustain some of the very old trees down here). Is this an error? Should be reconsidered if it is not.

.5 Chain-link fencing is prohibited for all residential or commercial uses.

Why are chain link fences not allowed for side or back lot lines?

6.8.8 (c) A 1.8 m minimum opaque wood or stone fence along the property side or rear yard boundary.

Does use of the word "opaque" imply no space between boards? Unaware of transparent wood or stone. Better wording possible?

8.11 PARKING GARAGE STRUCTURES

.1 Within the 500 Lot Area, dedicated parking garages shall:
(a) Provide ground floor retail uses for no less than 50% of any street frontage to a minimum depth of no less than 6 m;
(b) Require screening of parking levels above ground floor with architectural elements such as louvres, perforated

metal, glazing, or green walls to obscure direct views of parked vehicles;
(c) Be made of high-quality, durable, and visually appealing materials sympathetic to the surrounding architecture for all visible façades;
(d) Facade design should complement the surrounding built form, respecting height, materials, and rhythm of adjacent buildings.
(e) Where feasible, incorporate weatherprotected sidewalks, bike parking, or small seating areas along the frontage.
(f) Include landscaping or other softening treatments along sidewalks and entrances to enhance pedestrian environment and mitigate visual impact.
(g) Parking garage entries on frontages shall not exceed 7 m wide and more than 30% of the buildings frontage.

13 DC - Downtown Core

13.2 RE-ZONING

.1 Rezoning to another zone is not permitted in the DC Zone

This seems too restrictive. There may be a desire or need in future to rezone to Park or Institutional for example.

13.3 PERMITTED USES

13.3.2 (b) Frontage min. 7.6 m

Is this is a decimal point error and 76 m is implied? Figure 13.1 also indicates 7.6 m. Dn needs a minimum of 10.6 m

13.5 BUILT FORM REQUIREMENTS

13.5.5.b doesn't match Figure 13.1

13.5.10 Ground floor uses in the DC Zone are reserved for active uses like retail, offices, institutional uses, and lobbies, and are restricted from uses such as:

(b) Grade-related residential dwellings

(except residential lobbies) unless placed no less than 10 m behind an active ground floor use.

See 13.5.17

13.5.14 Parking garage doors shall be set back no less than 3 m from the front lot line.

Does this restrict the use of the flank lot line (if present) for access to parking?

13.5.17 For multi-unit dwellings, each grade-related unit shall include a patio door.

Are these patio doors intended for units not facing the street re must be 10 m behind ground floor use e.g., on the side or back of building? Could be clearer.

14 DMS - Downtown Main Street

14.3.2 b) Frontage min. 7.6 m

Is this a decimal error as in 13.3.2 with 76 m is intended? Repeated in Figure 14.1.

14.5.9 Ground floor uses in the DMS Zone are reserved for active uses like retail, offices, institutional uses, and lobbies, and are restricted from uses such as:

(c) Grade-related residential dwellings (except residential lobbies) unless placed no less than 10 m behind an active ground floor use.

14.5.16 For multi-unit dwellings, each grade-related unit shall include a patio door.

Are these patio doors intended for units not facing the street re must be 10 m behind ground floor use e.g., on the side or back of building? Could be clearer.

DMU - Downtown Mixed Use

15.1 INTENT

The DMU Zone is located in the Downtown Periphery area surrounding much of the

downtown core. The zone supports a compact mix of residential, commercial, office, and community-serving uses, while providing a transition in building scale between the Downtown Core and surrounding neighbourhoods. Ground floors are intended to accommodate active or flexible uses, with residential and compatible non-residential uses permitted on upper floors.

Are the consultants aware that large areas that have been proposed rezoned as DMU contain single family residential houses, some with heritage grants to assist restoration, etc. which contributes to our Neighbourhood. This type of zoning is encouraging demolition which can't be stopped unless the homes are designated. The delay in the Heritage Conservation bylaw makes this worse as old Official Plan at least required some assessment of properties in the 500 Lot Area before demolition permits were issued. The current one does not (as far as I can tell). Theoretically possible to see more blocks levelled. The negative impact of this on the integrity and continuity of the neighbourhood and 500 Lots can't be underestimated. From a tourism and economic perspective, if council approves the bylaw in this form, they could irreversibly damaging our neighbourhood and the tourism engine the city relies on. These older areas – with some grander houses, others less so demonstrate the history of the city. Working class in the east end so mainly smaller/less grand – but not insignificant- homes.

15.3 PERMITTED USES

.1.k multi-unit dwellings

Doesn't include single or duplex homes – why not?
Doesn't allow for ADU yet, many properties identified in the draft zones are already a single detached, semidetached or townhouse and could accommodate ADUs (attached or detached) just as in the DN zone. You need to take a closer look at these streets!

.2 Uses permitted if not within 400 m of any Residential Neighbourhood Zone

Why aren't people living in Downtown Neighbourhood being given the same consideration and respect by council as residents in RN zones?

DN - Downtown Neighbourhood

16.3 PERMITTED USES
.1 The following uses are permitted in the DN Zone:
(a) Lodging House
(b) Medical, Health and Dental Office
(c) Multi-unit Dwelling
(d) Recreation or Fitness Centre (indoors)
(e) Semi Detached Dwelling
(f) Single Detached Dwelling
(g) Townhouse Dwelling

.2 These uses are permitted provided that the following lot requirements are met:

(a) Lot Area N/A

(b) Frontage min. 10.6 m for any building type with 3 units or less,
6 m for a townhouse or semi-detached dwelling,
20 m for buildings with 4 or more units

Why need minimum 10.6 m in DN yet only 7.6 m in DC and DMS? Is there an error somewhere? Seems inconsistent.

Why would medical, health and dental offices be allowed in DN. Seem more appropriate for DMU, DMS, DC. These will likely want parking which is not available. Same question for Recreation of Finess centres.

17 DOWNTOWN WATERFRONT

17.2 RE-ZONING

.1 Rezoning to another zone is not permitted in the DW Zone.

This is restrictive. IF there was a desire to create more public green space, would that be alloeed? If there is specific rezoning that is not desired, it might be better to list what it can't be rezoned to. What is the intent of this marked restriction? Is it being met by this wording

17.5.5 No less than 50% of the waterfront frontage of the building should include a hardscape plaza between the building and the boardwalk if applicable

What is the purpose of the hardscape plaza and who or how is it determined if the plaza is "applicable"? More information is required here.

17.5.6 Pop-up uses (e.g. mobile carts, seasonal stalls, kiosks, touch tanks), public art installations, and flexible event spaces are permitted and encouraged along the boardwalk edge.

Are this pop-up uses "encouraged" for both public and private property?
There may only be 2m for these uses. Is that sufficient? What regulations would apply of e.g., propane tanks were being used?
How will permitting be regulated? Recommend cross-reference to relevant sections and conditions.

Recommend removal of the term "touch tanks". The implication is that this could involve live animals (fish, invertebrates) and there should be other regulations regarding care and animal welfare that may need to be considered before this could be allowed.

17.6 PERMITTED WITH CONDITIONS

17.6.3 Short-term rentals are permitted following the requirements of Section 4.11.

Including this statement appears contradictory. In this bylaw, Waterfront buildings are proposed to be over 4 storeys, multi-units so, it would seem contradictory to section 4.11.i. "(i) Not permitted in a multi-unit dwelling that contains four or more units."?

17.7 BUILT FORM REQUIREMENTS

17.7.3 *still talking about unregistered vs registered heritage properties – no definition*

PART 18 BP - Business Park

18.3 Permitted Uses

(ad) Transitional Housing

Why is Transitional Housing being allocated to this area? Previously in Institutional Zone.

PART 19 AP - Airport Periphery

19.3 Permitted Uses

(aj) Transitional Housing

Why is Transitional Housing being allocated to this area? Previously in Institutional Zone.

PART 21 P – Port

Note, no ferries currently using this Port Zone (see introduction).
Is the port not also a federal immigration point – should this be included or is this function separate from the Port Zone?

21.4 PERMITTED USES BY SITE PLAN APPROVAL

.1 Uses Permitted by Site Plan Approval:
(a) Events Hosting
(b) Hostel / Hotel
(c) Marina
(d) Office

(e) Port Land Uses

What are Port Land Uses? The definition is vague. Will gravel still be unloaded and stored and reloaded creating dust and poor air quality for blocks? Where will this use be regulated e.g., buffer wall, watering down requirements etc.?

21.7 LANDSCAPE REQUIREMENTS

.1 A land use buffer from adjacent abutting zones shall include:

(a) No less than 5 m in width reserved for boardwalk, a linear trail, greenway, or landscaped area.

Why is the buffer and boardwalk area only 5m here but 6 m elsewhere?

PART 25 PPS - Parks & Public Spaces

25.2 RE-ZONING

.1 Rezoning from PPS to any other zone may be considered where the rezoning request aligns with the policies of the Official Plan.

Parks and Public Spaces are essential for a healthy community. Rezoning of these areas should be at minimum discourage and preferably not allowed. They become even more important as the city heads towards increased density and higher rise building where residents do not have access to private greenspace.

Transitional Housing *is a permitted use in Business Park and Airport Periphery but not Institutional zones. Is this correct?*

ZONING MAP

Use updated map with Water St. extension showing.
Areas with high numbers of zones would benefit by having their own map for easier review in addition to/submap of the overall map.

Clearly indicate on zoning height map if this is a base height or maximum bonus height.

DEFINITIONS :

Meadow mixture - a definition would be helpful to avoid ambiguity

Natural Condition – regarding landscaping, what does this mean? Again, avoid ambiguity.
13.5.3
What is an "unregistered heritage property" vs a "registered heritage property". No definition

The list needs to be reviewed so that it is in alphabetical order. One example below.

> **Development** shall have the same meaning as defined in the Planning Act, as may be amended and in the case of any dispute, the final determination shall be made by the provincial government department having responsibility for enforcement of such regulations.
> **Development Concept Plan** means a detailed plan showing the proposed location, land use and form of all development of any land in a defined area.
> **Development Officer** means the individual or such other designate as appointed by the Council charged by the City with the duty of administering the provisions of this and other planning-related bylaws
> **Development Agreement** means an agreement made between the City and a developer pursuant to the provisions of the Planning Act.
> **Developer** means any person, incorporated body, partnership or other

Zoning and Development Bylaw Review – Public Meeting September 3, 2026

Your Worship, Members of Council – my name is Janice Wright, I own a condominium at 1 Stan MacPherson Way, I'm also President of our Board.

I have two concerns with the proposed Zoning and Development Bylaw Review.

They are Parking and Traffic

Firstly – I'm concerned with the ***reduction or elimination of parking minimums in some areas with access to transit and active transportation options.***

Our area is slated to have a 300 plus unit, 8 story building constructed with practically no parking being planned for future tenants. This building will be squeezed between the condominium at 4 Prince and Founders Food Hall.

I believe the reduction of parking minimums in the Bylaw Review have been wrongly applied to this development.

Parking is at a premium in this area and there already exists a daily parking problem. Prince St., being the pickup/drop off spot for multiple tour buses and other daily tourist operations, the competition for parking is only going to get worse.

While there is a paid parking lot at Confederation Landing, this lot is full most days.

Where I live, it's a daily struggle to accommodate delivery trucks to both Founders and Receiver, waste collection, shoppers, food delivery and those attending events in the area. I dread the thought of adding deliveries for the proposed retail, to our already clogged streets and parking spaces.

The City and Founders do a wonderful job organizing community events that attract people and visitors from across the Island and beyond, but sadly, many people are fed up with the search for parking. People I've spoken to say have decided to go elsewhere for shopping and entertainment.

In addition to parking, I'm increasingly concerned about traffic and traffic flows in the area.

There is no transit option in this area and there are few options for active transportation. The streets are very narrow, providing no room for bike lanes and the sidewalks are narrow with no option for expansion.

What I'd see as a good first step to improve traffic flows in the area is for Council to request staff to undertake a transportation masterplan with the goal:

> To study the feasibility of providing transportation to the area – transit that takes you where you need to go without transferring multiple times and;

Develop adequate parking options so that out-of-towners can fully enjoy what the city has to offer, and for those of us who do live in the city, not to have to fight for our own private parking.

Just because you don’t provide adequate parking, doesn’t mean people won’t own cars. Cutting much needed parking spaces will only make a bad traffic situation, worse.

Having more people residing in the area without proper infrastructure will increase the potential for clashes between pedestrians and traffic. Try crossing from Founders to Confederation Landing on any given day.

I hope you’ll give serious consideration to developing a comprehensive transportation masterplan for the waterfront zone. Better yet, don’t adopt this Bylaw Review until the study is completed.

The elimination of minimum parking spaces is not a solution, but rather a problem waiting to happen.

Janice Wright

President,

Roseport Condo Board

[redacted]

Proposed Zoning & Development Bylaw Amendments

Ward 4 Candidate briefing note | Draft Zoning & Development Bylaw, August 5, 2026

Purpose. Identify targeted changes for consideration before adoption of the new Zoning & Development Bylaw. The proposals focus on clear housing permissions, predictable approvals, neighbourhood design, trees and stormwater.

Source note. This briefing is based primarily on the City's August 5, 2026 draft bylaw and the City/CMHC Housing Accelerator Fund materials. Proposed wording below is not current bylaw text and should be reviewed by Planning staff and the City's solicitor.

Recommended amendments for consideration

#	Amendment	Draft section	Suggested direction	Issue / rationale
1	Make four-unit permissions explicit	RN 10.1–10.4	State expressly that up to four dwelling units are permitted as-of-right on an existing residential lot, subject to applicable site, building, servicing, parking, landscaping and stormwater rules.	The RN intent says up to four units per lot, but the RN permitted-use list does not expressly name a four-unit/multi-unit dwelling. CMHC's HAF Initiative 8 expressly identifies up to four units per existing residential lot as-of-right.
2	Reconcile RN lot coverage	RN 10.3.2(g) / Figure 10.1	Make the written standard and the zone diagram identical.	The written RN table states 40% maximum coverage; the figure shows 35%.
3	Review ADU owner-occupancy	4.6.2(e), 4.6.3(f)	Ask staff to quantify the housing effect of retaining versus removing the requirement that the principal dwelling be the owner's principal residence.	The draft imposes owner-occupancy conditions on attached ADUs.
4	Use objective design standards	RN 10.5.5–10.5.7	Replace the twice-per-block dwelling-model rule with measurable façade, massing, entrance, roof, material and landscaping standards.	This retains streetscape objectives while reducing reliance on subjective model-by-model judgments.

5	Protect as-of-right pathways	Part 2	Clarify that a Development Agreement cannot be required for an otherwise as-of-right project unless the applicable zone or bylaw provision expressly requires or authorizes one.	This preserves the practical meaning of as-of-right approval.
6	Publish permitting service standards	Part 2 / Development Pathways Checklist	Set target timelines for completeness review, staff review and decisions, with prompt notice of missing information.	The City says the new bylaw is intended to make approvals more predictable and efficient.
7	Create a small-project stormwater pathway	Stormwater / site-plan provisions	Use a standardized checklist for ADUs, small additions and small missing-middle projects where site conditions permit.	The draft has substantive stormwater requirements; a scaled administrative process could preserve them while reducing unnecessary process for small projects.
8	Strengthen mature-tree retention	Landscape / tree provisions	Develop a preservation-first standard, with replacement based on canopy/caliper where removal is unavoidable and cash-in-lieu only where on-site replacement is not feasible.	Planting a specified number of small trees does not necessarily replace an established mature tree's canopy or streetscape function.
9	Make bonus-height benefits transparent	2.10–2.12	Publish a clear valuation methodology or benefit schedule linking additional height to the public benefit provided.	The draft permits up to two additional storeys in DC, DW and GN in exchange for specified public benefits and values additional floor area at $409/m² in 2026 dollars.
10	Publish a parcel-level feasibility analysis	Implementation / monitoring	Show how many existing residential lots can realistically accommodate four units after setbacks,	This tests whether the four-unit policy works in practice rather than only on paper.

			coverage, parking, landscaping and stormwater requirements are applied.	

Proposed wording — priority items

A. RN four-unit permission

"Multi-unit dwelling containing up to four dwelling units is permitted as-of-right in the RN Zone, subject to all applicable requirements of this Bylaw, including lot, built-form, building-code, servicing, parking, landscaping and stormwater requirements."

Rationale: The draft's RN intent describes up to four units per lot, while the permitted-use list does not expressly identify the four-unit form.

B. As-of-right pathway safeguard

"A Development Agreement shall not be required for a development that is otherwise permitted as-of-right unless the applicable zone or an express provision of this Bylaw specifically requires or authorizes a Development Agreement."

Rationale: This would make the distinction between as-of-right and discretionary development clearer.

C. Objective design alternative

"Where this Bylaw requires architectural variety, compliance may be demonstrated through measurable differences in façade articulation, building massing, entrance design, roof form, exterior materials, window composition or landscaping."

Rationale: This would retain design variation without making approval depend on whether a particular house model has already appeared on a block.

D. Tree retention

"Existing mature trees shall be retained where reasonably feasible. Where removal is demonstrated to be unavoidable, replacement shall be calculated using an equivalent canopy/caliper methodology established by the City. Cash-in-lieu shall be used only where on-site replacement is not feasible."

Rationale: This distinguishes preservation of established canopy from replacement by a specified number of smaller trees.

Questions for Planning staff

- Exactly which provision authorizes a four-unit building as-of-right in the RN Zone, and what is the maximum number of units staff would approve without a variance or rezoning?
- How many existing RN lots can realistically accommodate four units after setbacks, lot coverage, parking, landscaping and stormwater rules are applied?

- How many properties would qualify for attached or detached ADUs, and how many are excluded by owner-occupancy or lot-size requirements?
- Which RN lot-coverage standard is intended: 35% or 40%?
- What are the target service standards for complete applications and decisions under each development pathway?
- Under what circumstances can Council require a Development Agreement for an application that otherwise meets as-of-right requirements?
- How will the City measure whether the final bylaw is producing the housing units contemplated by the HAF agreement?
- What annual reporting will Council receive on four-unit permissions, ADUs, missing-middle housing, affordable units, permitting timelines, tree retention and stormwater compliance?

Policy framework and source context

Housing Accelerator Fund. CMHC's Charlottetown Action Plan identifies Initiative 8 as removing exclusionary zoning and promoting higher density, including up to four units per existing residential lot as-of-right, four-storey buildings within 800 metres of specified institutions, and six-storey buildings along identified corridors and nodes.

Current HAF context. CMHC announced April 2, 2026 that Charlottetown had been found non-compliant with its HAF commitments following an annual review and that the third HAF installment was reduced by 50% ($1.26 million).

Public engagement. The City reported that earlier engagement identified demand for more housing options, better neighbourhood design, and a faster, more transparent development approval process.

Primary sources reviewed

- City of Charlottetown, Draft Zoning & Development Bylaw, Draft in progress August 5, 2026.
- City of Charlottetown, Planning & Heritage Committee Report PH-2024-10-19, October 1, 2024 — HAF Initiative 8.
- CMHC, HAF Action Plan Summary — Charlottetown, updated March 13, 2025.
- CMHC, Update on the Housing Accelerator Fund Agreements for Charlottetown, Markham and Miramichi, April 2, 2026.
- City of Charlottetown, Zoning and Development Bylaw Review engagement materials, 2026.

PLANNING
Rec'd Sept 18/2026 Int. JC

September 16, 2026

City of Charlottetown
Planning and Heritage Department
70 Kenst Street
Charlottetown, PEI C1A 1M9

We are writing with concerns regarding the zoning and development bylaws in relation to the following

- Permitted use in Downtown Charlottetown.
- The variances given to permitted use
- Little regulation it seems on building these higher structures on the City's waterfront.

In our thinking, in general, large high rise structures do nothing for our city's historical buildings which presently add significant beauty to downtown, a factor that attracts visitors to our capital and the birthplace of this country. It seems to us our municipal government is shooting itself in the foot by the changes that have been made and are proposed in our zoning development bylaws. On one hand cruise ships to our port are strongly promoted to draw more visitors to our city, but regulations on buildings doesn't support this. Example in point: a variance given at the corner of Queen and Dorchester Street for a structure to be built from the regulated 4 floors to 8 floors in height; we understand for an apartment building. When one walks in this area (which many of our cruise traffic do) it is hard to imagine this is not going to take away from the ability to see the beauty, structural, and historical significance of our Basilica and its Parochial House.

If the goal is to get more units built for housing with these variance then would it not make more economical sense, to have developers build these higher structural units on cheaper real estate in communities, skirting the downtown. The city could partner with our local transit company to have more routes to downtown from these new apartment complexes. This might also allow developers to have more units for social housing in each building that is badly needed for the lower and medium income families of our city. This would also take away the congestion of our downtown parking problems with more people been bussed to the city center for work, shopping, or leisure.

We are not against variances totally but these need to be regulated strictly and some credence given to public input in council's final decisions on this matter. We understand more, the variance given to the structure on the corner of Kent and Great George as it fits the architecture of this corner and is similar in height to The Holman Grande and Confederation Court Mall Complex, a multi-use facility.

There needs to be more emphasis on restoring old structures like the restoration of our old CN Properties, and restorations that have taken place by private developers on old structures on Great George, Water, Sydney and Dorchester Streets for example verses tearing down.

Final point if these high rise structures are allowed to gobble up green space on our waterfront it will do nothing to entice cruise ship traffic to Charlottetown and the various tours presently taking place from, and around our capital city, which is important to all Islanders to maintain and enjoy as well.

Sincerely,

Bill Trainor

Donna Trainor

Bill and Donna Trainor
[redacted]
Charlottetown, PEI
[redacted]
[redacted]

From: Valentine Gomez <[redacted]>
Sent: Tuesday, September 8, 2026 12:12 PM
To: Planning Department <planning@charlottetown.ca>
Subject: Zoning and Development Bylaw review

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,
I wasn't able to attend the meeting on Thursday. I do have some comments and questions after watching the presentation and public's comments (thanks for posting the video so quickly!)
First off, I've submitted comments already and was glad to see it be considered and changed in the Aug 5 presentation to the planning board, mostly around removing the lot size requirements for a single detached ADU on a single family residential home.
However, I did not see these changes reflected in the most recent copy of the bylaw draft online?? Is the update to the draft going to be pushed out at a later date and then sent out for final review?

Also a new comment I think would be worth considering adding as a new section is how the new zoning and development bylaw will help the city of Charlottetown meet it's net zero by 2050 commitments (Province's 2040 commitments). Chances are we will not be redoing this bylaw in 2050 so this is the perfect time to incorporate sustainability into the zoning and development bylaw. When a quick search of the bylaw revealed the word "sustainability" was used once in relation to green roofs. Hardly something that would be practical is this climate zone.
If I may add some context, I think energy efficient buildings (i.e. built a certain percentage better than a code built building) would be considered a benefit to the public good and would then be eligible for bonus heights. Similarly, I know Vancouver, BC has adopted bylaws stating achieving Passive House levels of performance (verified via certification) would allow developers to build larger foot print buildings, i.e. reduced setback requirements. The additional sq.ft. multiplied over several stories was an attractive incentive to builders to build more energy efficient buildings while also increasing housing stock. This is one way to address housing supply and still do it sustainably.

I'll also state that removing the parking requirements is the right thing to do. Developers will still build parking as they see fit for each specific project. This will help lower the cost to build and hopefully also lower rents. A lot of the complaints at the meeting last Thursday was around increased traffic. The key to reducing traffic isn't to stagnate density increases in the 500 block and neighboring downtown area but rather increase it. The more people you have living downtown the less of a requirement it is to use your car to get downtown. Of course for this to be successfully implemented, public transit has to be equally improved to handle the additional usage.

Thanks and keep up the good work.

Kind Regards,

Valentine T. Gomez, P.Eng., CPHD, LFA (He/Him)

President

Cell: [redacted]
www.gomex-engineering.com

Office
[redacted]

Our business is located on the traditional and unceded territory of the Abegweit Mi'kmaq First Nation.

EXECUTIVE SUBMISSION & COMPREHENSIVE BRIEFING MEMO

Six-Part Technical Paper Series: Reconciling the Draft Bylaw with Economic Reality

To: Donna Miller-Ayton (Manager of Public Policy & Heritage) & Charlottetown City Council.

From: David R. J. Morris, P.Eng, P.Surv, PEILS, CLS (Morris Geomatics & Engineering Ltd.)

Date: August 24, 2026

Subject: Comprehensive Public Registry Submission – Systemic Pro-Forma, Siting, and Operational Deficiencies in the Draft Zoning and Development Bylaw

Reference: CL-HAF-2026-EXECUTIVE -COVER-V5

Status: PUBLIC REGSITRY SUBMISSION (PEI *Planning Act*, Section 18)

INVITATION TO TECHNICAL REVIEW & THE HAF MANDATE

[1.] This submission serves as the formal cover letter and overarching executive briefing memo introducing our **Six-Part Technical Paper Series**, officially submitted to the public registry for the upcoming **September 3, 2026 public meeting**.

[2.] Under the terms of the federal **Housing Accelerator Fund (HAF**), the City of Charlottetown is legally and financially obligated to rewrite its Zoning and Development Bylaw to enable rapid, gentle, and affordable residential density. The critical nature of this task is underscored by the fact that **the City has already lost $1.26 million of its original over $10 million HAF allocation** due

Morris Geomatics & Engineering Ltd.
[redacted]

to non-compliance on 28 of 31 key milestones in its CMHC agreement[1][2][3][4][5][6]. This compliance cut is spread over two years, costing the City **$628,687 in both 2026 and 2027** [62, 68]. If the City fails to clear its backlog of 28 unmet milestones and meet its extended October 2026 zoning target, the remainder of the fund is directly jeopardized [7][8][6. Indeed, CMHC has established a strict precedent of complete **termination, having recently canceled the City of Miramichi's entire HAF agreement** for failing to meet mandatory zoning changes [65, 71].

[3.] As a land development consultant, my job is to underwrite land acquisitions, model development feasibility, and advise clients on how to maximize buildable site yield while minimizing carrying-cost and permitting risks. A rigorous professional review of the proposed draft bylaw reveals a devastating disconnect between the planning department's academic density models and the raw economic and engineering realities of constructing housing in Charlottetown.

[4.] As currently written, the proposed draft bylaw **will not deliver gentle, affordable rental housing**. Instead, it combines statutory professional practice conflicts, prohibitive civil infrastructure connection surcharges, and restrictive owner-occupancy covenants that completely sterilize private capital. If passed without amendments, these rules will trigger immediate administrative permit freezes, force the physical demolition of mature bungalows, or actively incentivize developers to bypass rental density entirely. Instead, they will be pushed to rotate structures and subdivide mature parcels to build expensive,

[1] Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF) Compliance Review Audit Report (2026).
[2] CBC News Prince Edward Island (October 2024 / March 2025) - 'Charlottetown loses federal housing funding.
[3] PNI Atlantic News / SaltWire Network (April 2026) - 'Charlottetown penalized for non-compliance on HAF milestones'.
[4] Canada Mortgage and Housing Corporation (CMHC) 10 Housing Accelerator Fund Best Practices Guide.
[5] Facebook - What is Up PEI - 'Charlottetown loses $1.26 million in federal housing funding'.
[6] Yahoo News Canada / CBC News (December 2024 / January 2025) - 'Charlottetown housing action plan compliance audits.
[7] What We Heard Report - Public Engagement Summary for the Draft Zoning Bylaw (BV Edits July 29, 2026) / HAF Compliance and Deadlines Schedule.
[8] Northumberland Free Press - 'City loses $3.1M in Housing Accelerator (Miramichi Termination Precedent)".

market-rate fee-simple homes—the exact opposite of the gentle, affordable rental density that the Housing Accelerator Fund was designed to deliver.

THE SIX-PART TECHNICAL PAPER SERIES OVERVIEW

[5.] To help Council and staff systematically review and correct these structural issues, our submission is organized into six targeted, independent technical papers:

PAPER 1: THE STATUTORY & PERMIT PIPELINE ALIGNMENT (STATUTORY GRIDLOCK)

[6.] **The Conflict**: Direct collision between the Land Surveyors Act and Engineering Profession Act created by Section 5.4.3(c), which demands a single "licensed professional" to certify both spatial setbacks and hydraulic drainage. Additionally, measuring setbacks to the outermost finished cladding face (rather than the concrete foundation) without encroachment protection in Table 3.2 guarantees late-stage zoning violations once siding is applied.

[7.] **The Developer Impact**: Severe Carrying-Cost Risk. Developers face immediate building permit and occupancy lockouts at the finish line while professionals refuse to sign combined certificates that void their insurance. Every week of delay at this stage drains cash-on-cash return in carrying interest, turning profitable projects into losses.

[8.] **The Solution**: Re-establish foundation-based setbacks with a 150 mm cladding encroachment allowance as-of-right, and formally bifurcate Stage 3 spatial as-builts from engineering stormwater certifications.

PAPER 2: THE UTILITY INFRASTRUCTURE SURCHARGE (SEPARATE CONNECTIONS)

[9.] **The Conflict**: Section 4.14.1(a) mandates separate water and sewer lateral connections directly to the street main for every individual "Dwelling Unit." Because basement suites and backyard cottages are defined as "Dwelling Units," a single single-title property hosting 1 home and 3 ADUs is legally treated as a fee-simple subdivision.

[10.] **The Developer Impact**: Prohibitive Front-End Civil CapEx. Homeowners and builders are forced to cut street asphalt four times and run four splayed lines. This selectively penalizes "gentle density," while a commercial developer building a 24-unit apartment building is legally permitted to share a single master service lateral and meter internally under Section 4.2 of the Utility Bylaw.

[11.] **The Solution**: Permitting co-located ADUs on undivided, single-title parcels to connect via a single, shared master lateral and meter internally.

PAPER 3: YIELD STERILIZATION & THE SUBDIVISION LOOPHOLE

[12.] **The Conflict**: An arbitrary 1,130 m^2 lot area threshold for two attached ADUs, a front-yard parking ban that legally forces the physical demolition of attached garages/carports to access the rear yard, and an owner-occupancy covenant that sterilizes rental portfolio capitalization and asset liquidity.

[13.] **The Developer Impact (The Subdivision Pivot)**: If retrofitting a basement suite or cottage requires garage demolition, splayed utilities, and owner-occupancy restrictions on an undivided title, **it is mathematically more profitable to demolish the bungalow entirely**. With a 30.0 m frontage, a developer will simply rotate the structure onto a compliant 14.0 m narrow lot (clearing the 10.6 m minimum) and subdivide the remaining 16.0 m for a semi-detached duplex. This yields **three high-value, fee-simple market-rate homes** sold individually on the open market.

[14.] **The Backfire**: This subdivision path is highly liquid and attractive to developers, but it **will not create affordable housing**. It gentrifies mature neighborhoods with expensive new construction, defeating the HAF rental mandate.

[15.] **The Solution**: Decouple ADUs from arbitrary lot sizes, repeal the owner-occupancy covenant, and eliminate turnaround hammerhead parking penalties for serviced infill.

PAPER 4: OPERATIONAL SAFETY & EMERGENCY STAGING LIMITS

[16.] **The Conflict**: Excavating concrete egress window wells (0.9 m projection) in narrow side setbacks (1.2 m to 1.5 m) chokes the remaining emergency corridor to under 30 cm, blockading firefighters wearing full breathing apparatus (violating NFPA 1).

[17.] **The Developer Impact**: Late-Stage Design Rejection Risk. Discovering these emergency response and physical walkway conflicts late in the design process forces expensive site-plan redesigns, delayed construction starts, and wasted architectural and engineering fees.

[18.] **The Solution**: Mandate a 1.8 m side-yard setback if an egress window well is present to guarantee a safe 0.9 m (3.0 ft) clear walking path, and establish manual hose-lay corridor standards for deep lots to avoid expensive heavy vehicle turnarounds.

PAPER 5: THE UNDERWRITING BLINDSPOT (THE "GHOST GUIDELINES" VACUUM)

[19.] **The Conflict**: The draft proposed bylaw defers critical, high-cost compliance gates to three completely unreleased external manuals: the Municipal Design Guidelines, the Stormwater Management Guidelines, and the Landscaping Requirements.

[20.] **The Developer Impact**: Un-underwritable Acquisition Risk. A consultant cannot reliably run land-residual models or price acquisitions during a standard due diligence window if the physical buildable area, architectural constraints, and storm retention surcharges are kept hidden. This regulatory vacuum guarantees arbitrary, case-by-case permitting and extended delay-loop carrying costs.

[21.] **The Solution**: Table the adoption of the proposed bylaw until all design, stormwater, and landscaping manuals are fully drafted, published, and attached as public appendices.

PAPER 6: REGULATORY ALIGNMENT, POLICY GAPS, AND PLANNING ERRORS

[22.] **The Conflict**: Identifies the disconnect between the draft's written text and CMHC Best Practices regarding minor variance "NIMBY" escalations, pre-approved design bypasses, planning fee waivers, and binding permit SLAs. It also exposes four major planning errors: the oversized lot subdivision frontage blunder, the provincial ADU short-term rental conflict, the "one accessory building" garden shed trap, and the unserviced septic lot-size blockade.

[23.] **The Developer Impact**: Unnecessary Administrative Risk & Financial Penalties. Developers are subjected to politicized public hearings over minor technical variances, charged thousands in design review fees, held in indefinite staff review loops, and exposed to provincial enforcement penalties or unserviced septic permit rejections.

[24.] **The Solution**: Adopt Amendments M through T to depoliticize variances, fast-track pre-approved plans, waive planning fees for infill, establish binding 21-day SLAs, correct the frontage blunder, align ADUs with provincial STR laws, protect garden sheds, and warn developers about unserviced septic limitations.

CONSOLIDATED REFERENCE LIST OF RECOMMENDED CLINICAL AMENDMENTS

[25.] To assist Council in executing its legislative duties under the PEI Planning Act, we have compiled all twenty proposed clinical amendments into a single, comprehensive reference checklist. Each amendment is designed to directly resolve a specific engineering, financial, or spatial barrier, aligning the bylaw text with the HAF mandate and protecting developer pro-formas:

[26.] **AMENDMENT A: Re-Establish Foundation-Based Setbacks**

[27.] Amend setbacks to concrete foundation wall and add a 150 mm projection allowance for finished exterior wall cladding, siding, trim, and insulation as-of-right.

[28.] **AMENDMENT B: Bifurcate Stage 3 Grading & Siting Verification**

[29.] Amend Section 5.4.3(c) to separate spatial setbacks (certified by a PEI Land Surveyor) from hydrological drainage performance (certified by a Professional Engineer).

[30.] **AMENDMENT C: Define Professional Actors & Eliminate "Plot Plan" Interchangeability**

[31.] Formally define Licensed PEI Land Surveyor, Site Plan, and Grading Plan in Part 28, and completely replace all interchangeable occurrences of "Plot Plan" with "Site Plan."

[32.] **AMENDMENT D: Decouple Attached ADUs from Separate Utility Mandates**

[33.] Insert an exception clause in Section 3.12 and 4.14.1 allowing attached basement ADUs to share domestic water, sanitary sewer, and electrical services with the primary home.

[34.] **AMENDMENT E: Allow Shared Service Connections for Undivided Title Lots**

[35.] Add an exception clause in Section 4.14.1 allowing co-located units on single, undivided title parcels (such as ADU retrofits) to connect via a single shared master lateral.

[36.] **AMENDMENT F: Decouple ADUs from Arbitrary Lot Sizes**

[37.] Remove the 500 m^2 minimum lot size barrier for single ADUs and lower the two-suite allowance threshold under Section 4.6.3(a) from 1,130 m^2 to 800 m^2.

[38.] **AMENDMENT G: Repeal the Owner-Occupancy Covenant for Accessory Dwelling Units**

[39.] Completely delete and repeal Section 4.6.2(d) requiring deed holders to reside on-site to unlock private capital pools and secure long-term rental housing tenancy.

[40.] **AMENDMENT H: Eliminate Parking Turning Penalties for Serviced Infill**

[41.] Add a clause exempting developments of 4 units or fewer from turning-aisle and forward-motion turnaround requirements and permit required parking in front driveways as-of-right.

[42.] **AMENDMENT I: Permitting Setback Relief for Detached ADU Conversions**

[43.] Allow existing legally constructed detached accessory structures (such as garages) to be converted to detached ADUs while maintaining existing setbacks down to 1.2 m.

[44.] **AMENDMENT J: Mandate a Coordinated Side-Yard Setback for Egress**

[45.] Amend Table 4.1 to mandate a minimum side-yard setback of 1.8 m for any property line hosting a required basement egress window well, guaranteeing a 0.9 m clear walking path for firefighters carrying hoses and ladders.

[46.] **AMENDMENT K: Establish Hose-Lay Standards for Deep Lots**

[47.] To eliminate expensive backyard vehicular turnarounds, require any backyard ADU walking distance exceeding 45.0 m from the street to maintain a continuous 1.5 m side-yard clear walkway to facilitate manual hose-lay deployment.

[48.] **AMENDMENT L: Table the Bylaw Pending Release of All Guidelines**

[49.] Transitionally suspend bylaw adoption and enforcement until the Municipal Design, Stormwater, and Landscaping manuals are fully drafted, published, and appended.

[50.] **AMENDMENT M: Staff Autonomy over Technical Variances**

[51.] Amend Section 3.8.5 to establish that written public objections to minor variances (under 10% for area/height and 15% for setbacks) shall be evaluated strictly on objective planning merits by the Development Officer, whose decision remains delegated and final.

[52.] **AMENDMENT N: Pre-Approved Design Fast-Track Bypass**

[53.] Insert a clause in Section 2.5 and Section 2.6 establishing that any building permit application utilizing an officially certified, pre-approved municipal model plan shall bypass Stage 1 zoning compliance and Design Review, and be issued a permit within ten (10) business days.

[54.] **AMENDMENT O: Missing Middle & ADU Fee Waivers**

[55.] Amend Section 2.1 to mandate a 100% waiver on all Minor Variance, Design Review, Design Reviewer ($2,500), and Development/Subdivision Agreement fees for any residential development of four (4) units or fewer and all purpose-built rental developments.

[56.] **AMENDMENT P: Binding Permit Service Level Agreements (SLAs**)

[57.] Amend Section 2.6 to codify a binding permit turnaround SLA of 21 calendar days for as-of-right developments of four (4) units or fewer, and 45 calendar days for Site Plan Approvals, backed by a 50% fee-refund penalty for municipal delays.

[58.] **AMENDMENT Q: Correction of Subdivision Frontage Blunder**

[59.] Amend Section 10.1.3 to replace the word "greater" with "less," protecting the as-of-right subdivision rights of oversized infill parcels.

[60.] **AMENDMENT R: ADU Provincial STR Alignment**

[61.] Amend Sections 4.6.2(e) and 4.7.4(c) to explicitly note that ADU short-term rental permissions are subject to overriding provincial long-term mandates under Section 41(2)(g) of the PEI Planning Act Regulations.

[62.] **AMENDMENT S: Exclusion of ADUs from Accessory Building Counts**

[63.] Amend Part 3.1 and Table 3.1 to explicitly state that habitable ADUs shall be excluded from the maximum number of permitted non-habitable accessory buildings, protecting existing garden sheds from forced demolition.

[64.] **AMENDMENT T: Unserviced Lot Density Warnings**

[65.] Insert a mandatory notice clause in Sections 4.6 and 4.7 clarifying that unserviced lot sizing and densities shall be governed strictly by the Province-Wide Minimum Development Standards Table 1 under the PEI Planning Act, preventing septic field permitting blockades.

CONCLUSION

[66.] A zoning bylaw must be grounded in statutory, physical, and economic reality. In its current form, the draft proposed bylaw is not ready for passage. It represents a high-risk, un-underwritable framework that will freeze the construction of gentle rental density, lock out private capital, and force developers to subdivide and replace naturally occurring affordable housing with high-end, fee-simple new construction.

[67.] By adopting these twenty clinical amendments, Council can restore statutory alignment, eliminate civil connection surcharges, protect emergency responders, and establish a highly predictable, rapid permitting pipeline. This is the only pathway to protect municipal capital budgets, preserve mature neighborhood character, and successfully deliver the gentle, affordable rental housing mandated by the Housing Accelerator Fund.

SCHEDULE OF ACCOMPANYING ATTACHMENTS (EXHIBITS INDEX)

[68.] This formal submission is supported by a comprehensive, six-part Technical Paper series. Each paper provides exhaustive physical, economic, and statutory auditing to back our recommended clinical amendments:

[69.] **Attachment 1 (Technical Paper 1):** The Statutory & Permit Pipeline Alignment — Reference Key: **CoC-PH-AG0526 / LDC-ZDB-2026 / TECH-1**

[70.] **Attachment 2 (Technical Paper 2):** The Utility Infrastructure Surcharge — Reference Key: **CoC-PH-AG0526 / LDC-ZDB-2026 / TECH-2**

[71.] **Attachment 3 (Technical Paper 3)**: Yield Sterilization, The Owner-Occupancy Covenant, and the Subdivision Loophole — Reference Key: **CoC-PH-AG0526 / LDC-ZDB-2026 / TECH-3**

[72.] **Attachment 4 (Technical Paper 4):** Operational Safety & Emergency Access Logistics — Reference Key: **CoC-PH-AG0526 / LDC-ZDB-2026 / TECH-4**

[73.] **Attachment 5 (Technical Paper 5):** The Underwriting Blindspot — Reference Key: **CoC-PH-AG0526 / LDC-ZDB-2026 / TECH-5**

[74.] **Attachment 6 (Technical Paper 6):** Regulatory Alignment, Policy Gaps, and Planning Errors — Reference Key: **CoC-PH-AG0526 / LDC-ZDB-2026 / TECH-6**

TECHNICAL PAPER 1: THE STATUTORY & PERMIT PIPELINE ALIGNMENT

Six-Part Technical Paper Series: Reconciling the Draft Bylaw with Economic Reality

To: Donna Miller-Ayton (Manager of Public Policy & Heritage) & Charlottetown City Council.

From: David R. J. Morris, P.Eng, P.Surv, PEILS, CLS (Morris Geomatics & Engineering Ltd.)

Date: August 24, 2026

Reference: CL-HAF-2026-PAPER1

Status: PUBLIC REGSITRY SUBMISSION (PEI *Planning Act*, Section 18)

THE HAF CONTEXT: STREAMLINING THE PERMIT PIPELINE

[1.] Under the terms of the federally funded **Housing Accelerator Fund (HAF),** the City of Charlottetown is mandated to accelerate housing starts by removing systemic barriers, simplifying local bylaws, and creating a highly predictable, rapid building permit pipeline.

[2.] A key HAF objective is to transition from discretionary, high-risk approvals to "as-of-right" development pathways. By establishing clear, objective, and unambiguous zoning rules, developers can underwrite land, secure private capital, and execute housing projects quickly without the cash-draining delays of public hearings or municipal appeals.

[3.] However, a rigorous technical review of the draft proposed Zoning and Development Bylaw reveals that rather than streamlining the development process, the proposed text introduces a critical Statutory and Administrative

[redacted]

Gridlock at the construction finish line. By failing to align the zoning text with provincial statutes—specifically the PEI Land Surveyors Act and the PEI Engineering Profession Act—the draft bylaw creates an unworkable permitting bottleneck [91, 96]. This gridlock introduces severe carrying-cost risks that threaten developer returns and will actively freeze housing delivery.

THE SETBACK DEFINITION SHIFT: FOUNDATION VS. CLADDING

[4.] In land development, protecting the pro-forma requires maximizing site coverage and building footprints. To achieve this, developers routinely design and site residential structures to sit exactly at the minimum permitted setbacks (such as the 1.5 m side setback for Accessory Dwelling Units or the 1.83 m setback in standard Neighbourhood [RN] zones).

A. THE ACTIVE FRAMEWORK (PH-ZD.2, REV 050): PREDICTABLE CONSTRUCTION

[5.] Under the active bylaw, **"Setback"** is defined in relation to the **"nearest main wall of any Building or Structure."** [1]

[6.] **The Siting Standard**: Historically, surveyors, builders, and municipal inspectors have legally interpreted "main wall" as the structural, load-bearing core of the building, which is established by the concrete foundation footprint.

[7.] **The Encroachment Failsafe**: Crucially, the active bylaw includes a permitted encroachment clause. Siding, cladding, trims, gutters, and high-performance exterior insulation are permitted to project or encroach into a required yard setback by up to **0.6 m (2.0 feet)** as-of-right [2].

[8.] **The Practical Result**: A surveyor can confidently pin the concrete foundation exactly at the 1.5 m or 1.83 m setback line. Once the building is framed and siding

[1] Active City of Charlottetown Zoning and Development Bylaw PH-ZD.2 (rev 050), Part 4.1 (Accessory Building Setbacks) & Part 12 (Permitted Yard Encroachments).
[2] Id.

is applied (which projects outward by 75 mm to 150 mm), the building remains legally compliant. The construction pipeline remains uninterrupted.

B. THE PROPOSED DRAFT FRAMEWORK: HIGH-RISK "EXTERIOR WALL" MEASUREMENTS

[9.] The proposed draft bylaw completely breaks this established, predictable pipeline:

[10.] **The New Definition**: It redefines **"Setback"** as the distance measured to "*the nearest point of the exterior wall of the building.*"[3] [4]

[11.] **The Omission**: The draft's projection regulations (Table 3.2) completely **omit exterior wall cladding, siding, trim, and exterior insulation systems** from the list of permitted yard encroachments.

[12.] **The Siting Dilemma**: Because the setback is now measured to the finished siding face, and because siding has no permitted encroachment protection, **it is legally impossible to pour a concrete foundation at the minimum setback line.**

C. THE SETBACK CLADDING TRAP: PHYSICAL VS. LEGAL BOUNDARY COMPARISON

[13.] **Active Bylaw Pathway (PH-ZD.2) — Conforming & Protected**:

a) **Setback Target**: Measured strictly to the concrete foundation wall (1.50 m minimum).

b) **Exterior Cladding**: Finished siding and insulation project outward by 150 mm into required yards as-of-right, legally protected under the active 0.6 m permitted encroachment clause.

c) **Result on Site**: A builder can legally pour concrete at exactly 1.50 m. The physical building remains 100% compliant and protected.

[3] Draft Zoning and Development Bylaw (August 5, 2026), Table 4.1 (Detached ADU Built Form Standards) / Part 4.6 (Accessory Dwelling Unit Standards

[4] Draft Zoning and Development Bylaw (July 30, 2026 version), Section 5.4 (Grading and Stormwater Standards).

[14.] **Proposed Draft Bylaw Pathway — The Zoning Infraction Trap**:

a) **Setback Target**: Measured to the outermost finished cladding or siding face (1.50 m minimum).

b) **Exterior Cladding**: Siding and insulation have no encroachment protection or exemptions in Table 3.2.

c) **Result on Site**: Poured concrete at exactly 1.50 m foundation line becomes an automatic zoning infraction once siding is applied, shifting the finished setback to 1.35 m.

D. THE DEVELOPER IMPACT: CARRYING-COST RISKS & OCCUPANCY LOCKOUT

[15.] This change introduces a severe, un-underwritable risk to developer capital:

[16.] **Late-Stage Zoning Infractions**: A surveyor cannot verify the finished wall cladding offsets during the footing stage because the cladding does not exist yet. If the builder pours concrete at the 1.5 m setback line, the surveyor's final as-built survey (submitted at the occupancy stage) will show the "exterior wall" (siding) sitting at **1.35 m**. This represents an **instant, illegal zoning infraction**.

[17.] **Occupancy Permit Lockout**: Discovering a minor cladding encroachment of 50 mm to 150 mm at the final inspection stage halts the project. The developer is trapped in an occupancy lockout. They cannot close sales, transition construction financing to long-term mortgages, or generate rental income.

[18.] **Finance Drain**: While the developer is forced to seek minor variances or structurally modify the finished cladding, their construction financing continues to accrue interest. This carrying-cost drain directly eats into the project's internal rate of return (IRR) and can easily turn a profitable infill development into a financial loss.

PROFESSIONAL PRACTICE STANDOFF: SECTION 5.4.3(C)

[19.] The carrying-cost risk is further amplified by a major drafting error in the final site-grading and stormwater verification stage.

[20.] Under **Section 5.4.3(c)** of the proposed draft:

a) "...a licensed professional shall verify that the site has been constructed to conform to the final grading and stormwater management plan as a condition of the approval of an occupancy permit..."

[21.] This clause attempts to force a single, generic "licensed professional" to sign a joint certification of conformance for both spatial positioning and hydrological drainage. Under Prince Edward Island provincial statutes, this is a **legal impossibility**:

a) **The Surveyor's Statutory Monopoly**: Under the **PEI *Land Surveyors Act* R.S.P.E.I. 1988, Cap. L-3.1 (Section 1(f)),** certifying the spatial coordinates of any object relative to a property boundary is a **land survey**, restricted exclusively to licensed land surveyors. A Professional Engineer (P.Eng.) who signs a spatial setback certification is committing a provincial offense under Section 20 of the Act.

b) **The Engineer's Statutory Monopoly**: Under the **PEI *Engineering Profession Act* R.S.P.E.I. 1988, Cap. E-8.1 (Section 1(s)),** evaluating and certifying functional hydrological runoff performance and stormwater design is restricted exclusively to Professional Engineers. A licensed land surveyor has no legal authority or training to design or certify stormwater retention compliance[5] [91].

THE COMBINED CERTIFICATION CONFLICT FLOW

[22.] **Stage 1 & 2: Original Site Design**:

[5] Prince Edward Island *Engineering Profession Act*, R.S.P.E.I. 1988, c. E-8.1, Section 1(s) (Practice of Professional Engineering) & Section 20.

a) Hydrological, storm, and grading features are designed and stamped strictly by a Professional Engineer (P.Eng.) or Landscape Architect (L.A.) under Section 5.4.1.

[23.] **Stage 3: Completed On-Site Construction**:

a) The builder pours foundation walls and applies finished cladding to complete the structure.

[24.] **Stage 3: The Combined Certification (Section 5.4.3(c)):**

a) The City mandates that a single "licensed professional" must sign and certify that the constructed site conforms to both spatial setbacks and hydraulic grading plans.

[25.] **The Professional Practice Standoff**:

a) The *Licensed PEI Land Surveyor:* Can legally certify spatial setback ties to boundaries, but cannot certify hydrological runoff performance without voiding professional liability insurance.

b) The *Professional Engineer* (P.Eng.): Can legally certify hydrological stormwater performance, but cannot certify legal boundary ties (doing so constitutes a provincial offense under the Land Surveyors Act).

[26.] **Result — Permanent Regulatory Gridlock**:

a) Neither professional can sign the combined certificate, leaving the builder with a frozen occupancy permit at the finish line.

THE DEVELOPER IMPACT: PROFESSIONAL INSURANCE VOID

[27.] Because neither professional can legally stamp a combined spatial and stormwater certificate, both will refuse to sign Section 5.4.3(c) as drafted. Doing so would instantly void their professional liability insurance (errors & omissions), as insurers do not cover professionals operating outside their statutory scope.

[28.] The developer is left with a completed, market-ready building but no legal pathway to obtain an Occupancy Permit. The project is frozen indefinitely while municipal staff, legal counsel, and the development team argue over who can sign what.

[29.]

CLINICAL MUNICIPAL AMENDMENTS

[30.] To protect the development permit pipeline, eliminate un-underwritable carrying-cost risks, and meet the HAF mandate for streamlined approvals, the City of Charlottetown must adopt the following direct text amendments prior to the final reading of the proposed draft bylaw:

AMENDMENT A: RE-ESTABLISH FOUNDATION-BASED SETBACKS

[31.] **Part 28 / Definitions**: Amend the definition of "**Setback"** as follows:

a) From: "Setback means the distance between the Lot Line and the nearest point of the exterior wall of the building..."

b) To: "**Setback means the distance between the Lot Line and the nearest point of the concrete foundation wall of the building**..."

[32.] **Table 3.2 (Projecting Structures**): Insert a new permitted projection:

a) "**Finished exterior wall cladding, siding, trim, sheathing, rainscreen assemblies, and exterior insulation systems may project or encroach into a required yard setback by up to 150 mm (6.0 inches) as-of-right beyond the concrete foundation line**."

[33.] Technical Justification: This preserves the traditional surveying footing-certificate pipeline, allows developers to maximize floor area ratios (FAR) during footing design, and legally protects builders from zoning violations once exterior finishes are applied.

AMENDMENT B: BIFURCATE STAGE 3 SITING & STORMWATER VERIFICATION

[34.] **Section 5.4.3(c) (Site Inspection Stage)**: Amend the text as follows:

a) From: "...a licensed professional shall verify that the site has been constructed to conform to the final grading and stormwater management plan..."

b) To: "...**Stage 3 Site Verification shall be bifurcated as follows: (i) A Licensed PEI Land Surveyor shall submit an As-Built Survey confirming that building setbacks and foundation elevations comply with property limits and design plan elevations; and (ii) A Professional Engineer shall submit a Certificate of Conformance verifying that the constructed drainage features satisfy the hydraulic performance requirements of the approved Stormwater Management Plan**."

[35.] Technical Justification: This aligns the bylaw directly with the PEI Land Surveyors Act and Engineering Profession Act, enabling both professionals to sign off on their respective legal scopes of practice without delays or insurance conflicts.

AMENDMENT C: FORMALLY DEFINE THE STATUTORY ACTORS IN PART 28

[36.] **Part 28 (Definitions**): Add the following definitions to eliminate administrative confusion and Interchangeable "double-speak" regarding site plans:

a) "**Licensed PEI Land Surveyor means a registered member in good standing of the Association of Prince Edward Island Land Surveyors, holding a valid license to practice land surveying on Prince Edward Island under the Land Surveyors Act R.S.P.E.I. 1988, Cap. L-3.1."** [6][96]

b) "**Site Plan means a scaled, technical drawing illustrating existing and proposed property boundaries, building footprints, setbacks,**

[6] Prince Edward Island *Land Surveyors Act*, R.S.P.E.I. 1988, Cap. L-3.1, Section 1(f) (Practice of Land Surveying) & Section 20.

parking areas, landscaped spaces, and servicing connections, used as the primary spatial reference for building and development permit applications."

c) "**Grading Plan (or Surface Drainage Plan) means a technical drawing prepared and stamped by a Professional Engineer or Landscape Architect illustrating existing and proposed grade elevations, drainage swales, stormwater catch basins, and runoff flow directions, in compliance with municipal stormwater management guidelines."**

d) "Plot Plan": Completely delete "Plot Plan" and "Plots Plan" from Part 28 and replace all occurrences across the bylaw text with "Site Plan" (or "Survey Plan" when legal boundary ties are certified by a surveyor).

[37.] Technical Justification: This establishes strict professional terminology, eliminates interchangeable "plot plan" double-speak, and defines the exact deliverables required to keep the building permit pipeline moving efficiently.

COMPARATIVE STATUTORY PIPELINE SUMMARY

Head-to-Head Statutory Pipeline Comparison

Metric	Active Bylaw (PH-ZD.2)	Proposed Draft Zoning
Setback Measurement Basis Siding Fac	Concrete Foundation wall	Finished Siding Face
Encroachment Allowance for Siding	Up to 0.6 metres (2.0 ft)	None (0.0 m)
Siting Verification Stage	Footing/Foundation	Final Occupancy Permit
Gracing & Siting Sign-off stamp	Separate spatial as-builts	Combined single stamp
Risk of Late-Stage Project Freeze at Occupancy	Low (Siting locked in early)	High (Frozen at occupancy)
Professional Insurance Compliance Violation	Full Alignment	Direct Statutory Violation

[38.] This paper demonstrates that by making these three technical corrections, Council can restore complete statutory alignment, protect the developer's pre-construction financing from costly carry delays, and establish a highly predictable, rapid building permit pipeline that satisfies the core objectives of the Housing Accelerator Fund.

TECHNICAL PAPER 2: THE UTILITY INFRASTRUCTURE SURCHARGE

SUBMISSION TO THE PUBLIC REGISTRY FOR THE SEPTEMBER 3, 2026 PUBLIC MEETING

To: Donna Miller-Ayton (Manager of Public Policy & Heritage) & Charlottetown City Council.

From: David R. J. Morris, P.Eng, P.Surv, PEILS, CLS (Morris Geomatics & Engineering Ltd.)

Date: August 24, 2026

Reference: CL-HAF-2026-PAPER2

Status: PUBLIC REGSITRY SUBMISSION (PEI *Planning Act*, Section 18)

THE HAF CONTEXT: REDUCING THE CAPITAL COST OF ADUS

[1.] The federal **Housing Accelerator Fund (HAF)** is specifically designed to incentivize "gentle density"—such as accessory dwelling units (ADUs), secondary basement suites, and backyard garden cottages. A core tenet of HAF Best Practices is that to make these units economically viable for property owners and small-scale developers, municipal governments must actively reduce or eliminate the front-end capital expenditures (CapEx) associated with their construction[1] [2].

[1] Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF) Compliance Review Audit Report (2026).

[2] Canada Mortgage and Housing Corporation (CMHC) 10 Housing Accelerator Fund Best Practices Guide, Best Practice 5 (Reduce Front-End Fees & Waive Connection Surcharges).

[redacted]

[2.] Under standard municipal practices across Canada, gentle density is capitalized as an accessory rental conversion of an existing single-title property. The secondary suites leverage the existing structure's footprint and utilities, utilizing internal sub-meters or shared service connections to minimize civil engineering and trenching surcharges.

[3.] However, a direct cross-reference of the draft proposed Charlottetown Zoning and Development Bylaw with the current utility and subdivision standards reveals a regressive **Utility Connection Mandate** (Section 4.14.1(a)). Rather than reducing costs, this rule forces small-scale housing retrofits to undergo commercial, subdivision-level civil engineering requirements. By legally prohibiting shared utility connections, the proposed draft imposes a massive, redundant underground infrastructure surcharge that completely destroys the financial pro-forma of gentle density.

THE APARTMENT EXEMPTION VS. THE ADU SURCHARGE

[4.] A glaring logical and engineering double standard exists between how the City of Charlottetown regulates utility service connections for major commercial developments versus how it regulates "gentle density" for average single-title properties.

A. THE COMMERCIAL APARTMENT STANDARD (SHARED SERVICE CONNECTION)

[5.] Under Schedule "A" (**Water and Sewer Utilities General Rules and Regulations**) of the active **Water Sewer Utility Bylaw.pdf** (Section 4.2: Individual Service), the separate connection rule is defined as follows:

> *"Except with the special written approval of the Utility, each separate residential building or premises, **not including multiple apartment buildings exceeding two (2) units**, shall have a separate water service*

> *with a curb stop and a separate sewerage connection directly to the sewerage main."*[3]

THE IMPACT:

[6.] **The Shared Master Pipe**: Under this statutory rule, a commercial developer constructing a 24-unit apartment building is **explicitly** exempted from the separate service mandate. They are permitted to run **one single, large-diameter water service lateral and one single sanitary sewer lateral** from the municipal street main to service all 24 units on the undivided parcel. Units are metered internally, minimizing front-end excavation, asphalt-cutting, and tapping fees.

B. THE DUPLEX AND TOWNHOUSE MANDATE (MANDATORY SEPARATE CONNECTIONS)

[7.] Conversely, for smaller attached residential structures, the city historically enforces individual splayed connections. Under the active SUBDIVISION ROADS AND SERVICES AGREEMENT-COPY FIRST.pdf (Schedule "D", Section 3) and Utility Requirements for Subdivision Development - 2017.pdf:

> *"Duplex lots, if included, are to be serviced **with separate water and sewer services for each of the units within the duplex building**."*[45]

[8.] Furthermore, Section 4.14.1(a) of the draft proposed bylaw mandates:

> *"A separate connection to Municipal Services shall be provided for each Dwelling Unit."*[67]

[3] City of Charlottetown Water Sewer Utility Bylaw, Part 4.2 (Individual Service Exemption Standards).
[4] City of Charlottetown Subdivision Roads and Services Agreement (First Copy), Schedule "D" (Utility Specifications).
[5] City of Charlottetown Utility Requirements for Subdivision Development (2017), Section 3.
[6] Draft Zoning and Development Bylaw (August 5, 2026), Section 4.14 (Utility Requirements).
[7] Draft Zoning and Development Bylaw (July 30, 2026 version), Section 4.14 (Utility Connection Mandates).

C. THE ADU TRAP: THE SINGLE-TITLE SPLAY

Because the proposed draft bylaw defines basement suites and backyard garden cottages as independent "Dwelling Units" (Part 28), they are captured by Section 4.14.1(a).

[9.] This means a property owner who wishes to utilize the new "as-of-right" density on a standardized 1,130 m^2 lot to establish **one primary home, two attached basement suites, and one detached backyard cottage** is legally blocked from sharing existing utility connections.

[10.] Despite the property sitting on an undivided, single-title parcel, the developer is legally forced to execute the following civil works:

[11.] **Street Cutting**: Excavate and cut the municipal street asphalt four separate times.

[12.] **Water Main Taps**: Tap the municipal water main four separate times, running four independent water laterals with four separate curb stops through the yard.

[13.] **Sewer Main Taps**: Tap the municipal sanitary sewer main four separate times, running four independent sewer lines splaying across the front lawn.

CIVIL UTILITY CONNECTION LAYOUT: APARTMENT VS. GENTLE DENSITY

[14.] **Scenario A: 24-Unit Commercial Apartment Building (Shared Connection Exemption)**:

a) **Exemption Rule**: Under Section 4.2 of the Water & Sewer Utility Bylaw, multiple apartment buildings exceeding 2 units are explicitly exempted from separate service connection rules.

b) **Infrastructure Layout**: One single, large-diameter shared master lateral runs from the street main to the entire building. Units are metered internally.

c) **Financial Impact**: Extremely low pre-construction civil infrastructure CapEx. Highly feasible.

[15.] **Scenario B: Single-Title Lot with Primary Residence + 3 ADUs (The Civil Splay Surcharge):**

a) **Zoning Rule**: Under Section 4.14.1(a) of the Draft Bylaw, a separate service connection is strictly mandated for each individual "Dwelling Unit."

b) **Infrastructure Layout**: The homeowner is legally forced to cut the municipal street asphalt four separate times and lay four independent water and sewer lines splaying across their front yard.

c) **Financial Impact:** Prohibitive pre-construction CapEx. Terminally deficient pro-forma.

THE DEVELOPER PRO-FORMA IMPACT: PROHIBITIVE CIVIL CAPEX

[16.] In land development consulting, front-end civil infrastructure costs are heavily weighted because they must be fully capitalized before any vertical construction begins or any rental revenue is generated.

[17.] This separate service mandate breaks the financial pro-forma of gentle density in three distinct ways:

a) **Redundant Pre-Construction** CapEx: Splaying four separate water and sewer lines from the property line to the street main introduces a massive, unnecessary civil engineering surcharge. This redundant excavation, street-cutting, backfilling, and compaction adds **prohibitive pre-construction capital outlays** that can easily represent 20% to 30% of the entire budget for a basement conversion or detached cottage.

b) **Selectively Penalizing Affordability**: Under this structure, a multi-million-dollar commercial developer is granted a massive infrastructure discount by sharing a single lateral for dozens of units. Meanwhile, an average homeowner or small-scale builder attempting to add low-cost rental suites to a single lot is hit with a severe financial penalty. This is hydraulically and economically indefensible[8] [67].

c) **Destruction of Project IRR**: For a typical 4-unit configuration (1 main house + 3 ADUs), these excessive pre-construction civil connection fees severely depress the cash-on-cash return and internal rate of return (IRR). It makes gentle density retrofits on mature single-family lots completely unfeasible for private capital.

CLINICAL MUNICIPAL AMENDMENTS

[18.] To align the bylaw with the HAF mandate to lower development costs and enable the financially viable construction of gentle density, Council must adopt the following direct amendments to the proposed text:

Amendment D: Decouple Attached ADUs from Separate Utility Mandates

[19.] Section 3.12 (Utility Connections) & Section 4.14.1 (Utility Requirements): Insert the following explicit exception clause:

a) "**Notwithstanding Section 3.12(a) and Section 4.14.1, an Attached Accessory Dwelling Unit (ADU) located within the structure of a primary dwelling shall be permitted to share domestic water, sanitary sewer, electrical service, and heating systems with the principal residence, utilizing sub-meters or shared service lines**."

[20.] Technical Justification: This eliminates redundant civil engineering costs, aligns Charlottetown with standard municipal practices across North America, and

[8] Canada Mortgage and Housing Corporation (CMHC) 10 Housing Accelerator Fund Best Practices Guide, Best Practice 5 (Reduce Front-End Fees & Waive Connection Surcharges)

makes basement suite conversions economically viable for average property owners.

AMENDMENT E: ALLOW SHARED SERVICE CONNECTIONS FOR UNDIVIDED TITLE LOTS

[21.] **Section 4.14.1:** Insert the following text:

a) "**Multiple residential units located on a single, undivided parcel under single-title ownership (including Primary Dwellings with Attached and/or Detached ADUs, and multi-family structures up to 24 units) shall be permitted to connect to municipal water and sewer utilities through a single, shared, master service lateral splayed to the street main**."

[22.] Technical Justification: This resolves the absurd double standard between apartments and ADUs. It ensures that homeowners and small-scale developers are treated fairly under utility engineering rules, removing a major capital barrier to housing delivery.

COMPARATIVE CIVIL SERVICING SUMMARY

Head-to-Head Civil Servicing Pipeline

Metric	24-Unit Commercial Apt	Primary Home + 3 ADU's
Number of Residential Units	24 Units	4 Units (1 main + 3 ADU's)
Ownership Title	Undivided Single Title	Undivided Single Title
Water/Sewer Connection Mandala	1 Shared Main Lateral	$ Separate Splayed laterals
Utility Bylaw Exemption Status	Exempt (Section 4.2)	Non-Exempt
Pre-Construction Civil CapEx Budget	Low (Shared Infrastructure))	Prohibitive (Redundant)
Financial Feasibility	High	Terminally Deficient

[23.] By adopting Amendments D and E, Council can remove this regressive civil engineering surcharge, lower the barrier to entry for small-scale developers, and unlock the gentle, affordable rental density that the Housing Accelerator Fund was designed to deliver.

TECHNICAL PAPER 3: YIELD STERILIZATION, THE OWNER-OCCUPANCY COVENANT, AND THE SUBDIVISION LOOPHOLE

SUBMISSION TO THE PUBLIC REGISTRY FOR THE SEPTEMBER 3, 2026 PUBLIC MEETING

To: Donna Miller-Ayton (Manager of Public Policy & Heritage) & Charlottetown City Council.

From: David R. J. Morris, P.Eng, P.Surv, PEILS, CLS (Morris Geomatics & Engineering Ltd.)

Date: August 24, 2026

Reference: CL-HAF-2026-PAPER3

Status: PUBLIC REGSITRY SUBMISSION (PEI *Planning Act*, Section 18)

THE HAF CONTEXT: THE OBJECTIVE OF GENTLE RENTAL DENSITY

[1.] The core objective of the **Housing Accelerator Fund (HAF**) is to stimulate the rapid creation of gentle, affordable rental density (adding 3 to 4 rental units per lot) within established residential neighborhoods. HAF aims to achieve this without altering the physical character, mature tree canopy, or single-title ownership structure of these stable suburban areas.

[2.] To incentivize homeowners and private developers to invest in these retrofits, the regulatory framework must ensure that the "as-of-right" density pathways are simple, cost-effective, and financially liquid.

[3.] However, a spatial and economic audit of the proposed draft Zoning and Development Bylaw reveals that its accessory dwelling unit (ADU) regulations are designed in a way that completely sterilizes private investment. By combining

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[redacted]

restrictive lot-size thresholds, a rigid front-yard parking ban, and an owner-occupancy covenant, the draft makes gentle rental retrofits financially unfeasible. Paradoxically, the proposed rules actively incentivize developers to bypass the rental mandate entirely. Instead, they are pushed to demolish existing affordable housing stock, rotate buildings, and subdivide mature lots to construct high-end, fee-simple market-rate homes—completely defeating the intent of the HAF.

THE THREE REGULATORY ROADBLOCKS TO ADU YIELD

[4.] From a land development perspective, the draft proposed bylaw contains three specific clauses that combine to sterilize the buildable yield and financial capitalization of any mature residential parcel:

A. THE ARBITRARY LOT AREA GATEKEEPER (SECTION 4.6.3(A))

[5.] **The Draft Rule**: The draft permits two attached ADUs (dual basement suites) strictly on lots that meet or exceed an arbitrary **1,130 m^2 lot area threshold**.

[6.] **The Yield Impact**: This high threshold excludes over 75% of the mature residential lots in Charlottetown's established subdivisions. It limits the "as-of-right" 4-unit density model to a tiny fraction of oversized parcels, rendering the HAF density targets statistically impossible on a city-wide scale.

B. THE OWNER-OCCUPANCY COVENANT (SECTION 4.6.2(D))

[7.] **The Draft Rule**: The draft legally mandates that a property owner must reside in either the primary dwelling or one of the ADUs.

[8.] **The Yield Impact (Asset Sterilization**): This covenant completely blocks private and institutional capital pools from participating in gentle density. Local builders, contractors, and rental developers are barred from purchasing underutilized bungalows, retrofitting them with basement suites and backyard cottages, and operating them as 100% rental assets. Shifting the entire

construction and project-management burden exclusively onto individual, non-professional families ensures that housing starts will remain stagnant.

[9.] **The Exit Strategy Lockout**: Because ADUs are built under undivided single-title ownership, they cannot be individual fee-simple assets. Capping rental use strictly to owner-occupied lots ensures that any change in a family's life circumstances (e.g., job relocation, aging, or financial distress) forces either the sale of the entire property or the eviction of tenants to restore legal occupancy compliance. This instability actively discourages long-term rental housing security.

C. THE FRONT-YARD PARKING BAN (SECTION 4.6.3(E))

[10.] **The Draft Rule**: The draft mandates that none of the additional off-street parking spaces required for ADUs can be located within the front yard, forcing them into side or rear yards.

[11.] **The Yield Impact (Mandatory Structural Demolition**): To park vehicles in the rear yard, there must be a clear side-access corridor of at least 3.0 m to allow vehicles and construction machinery (concrete pumpers, excavators) to pass. On mature lots with attached carports or garages built close to property lines, this rule legally forces the physical demolition of a portion of the primary home simply to open up a path.

D. THE ACCESSORY STRUCTURE CONVERSION SETBACK TRAP (TABLE 4.1 VS. STANDARD ACCESSORY RULES)

[12.] **The Draft Rule**: Under standard accessory building rules, non-habitable accessory structures (such as detached storage sheds or garages) are permitted to have a **1.2 m side and rear setback** [1]. However, under **Table 4.1 (Detached ADU Requirements)** of the proposed draft bylaw, a habitable detached ADU

[1] Active City of Charlottetown Zoning and Development Bylaw PH-ZD.2 (rev 050)

(garden suite/backyard cottage) must have a minimum 1.5 m side and rear setback[2].

[13.] **The Yield Impact (Conversion Blockade**): Under the HAF "as-of-right" gentle density targets, many homeowners and small-scale developers will naturally seek to convert existing, legally constructed detached accessory structures (such as a double garage built at the standard 1.2 m setback) into backyard cottages. This is the most economically and environmentally sustainable way to build gentle density.

[14.] **The Trap**: The instant a change of use is proposed to convert that non-habitable accessory building (1.2 m setback) into a habitable dwelling unit (detached ADU), the zoning officers will apply Table 4.1's strict 1.5 m **setback[3]**. Because the structure sits at 1.2 m, the conversion is ruled non-compliant.

[15.] **The Physical & Financial Impact**: The builder must either physically lift and move the entire wooden/masonry garage structure 30 cm (1.0 ft) inward to satisfy the 1.5 m line (which is a massive, cost-prohibitive CapEx item of $15,000 to $25,000), or undergo a discretionary, months-long public variance appeal process (with a high risk of rejection and carrying cost drain). This effectively outlaws the most cost-effective and common backyard housing conversion option in the city.

THE GEOMETRIC SQUEEZE: MINIMAL REAR-YARD REALITY

[16.] To demonstrate the real-world impact of these rules, we conducted an on-the-ground spatial audit of seven standardized 1,130 m^2 lots across Charlottetown's amalgamated communities (each hosting a standard 1970s suburban bungalow).

[2] Active City of Charlottetown Zoning and Development Bylaw PH-ZD.2 (rev 050
[3] Id.

[17.] The audit reveals a critical geometric conflict in the rear yard: **on-site parking pads and detached backyard cottages cannot physically co-exist on mature lots with minimal rear yards**.

GEOMETRIC REAR-YARD DEPTH CONSTRAINTS (EXAMPLE: 168 SOUTHDALE)

[18.] **Rear Boundary Setback Line**: 1.5 m (Minimum required rear yard under Table 4.1).

[19.] **Detached Backyard Cottage**: Consumes 8.0 m of yard depth (based on an 80 m^2 footprint: 8 m x 10 m).

[20.] **Mandatory Building Separation**: 2.0 m separation distance required between the cottage and the primary bungalow.

[21.] **Rear-Yard Parking and Turnaround Pad**: Paving pad consumes the remaining rear-yard space (no soil or green space left for landscaping, resulting in landscaping sward zoning rejections).

[22.] **Shallow Rear Yard Total Depth**: Standard lot depth is only 11.2 m from the existing primary bungalow foundation, leaving no physical space for both the parking pad and the ADU structure to co-exist.

ON-THE-GROUND SPATIAL COLLISIONS ACROSS THE 7 AMALGAMATED LOTS:

a) **132 Beachgrove Road (West Royalty - PID 384818**): To establish the required 3.0 m wide access pathway for building machinery and rear-yard tenant parking, the homeowner **must demolish their attached single-car garage**.

b) **168 Southdale (Hillsborough Village - PID 383569**): This parcel features an attached carport built directly along the left property

boundary and a shallow rear yard of just 11.2 m. To construct a detached ADU, the owner must demolish the carport. Furthermore, once you subtract the 1.5 m rear setback, the 2.0 m building separation distance, and the 8.0 m depth of an 80 m^2 ADU, the remaining space is completely consumed by the mandatory parking pad. **The parking pad and the ADU footprint geometrically eliminate each other**.

c) **10 Melody Lane (Winsloe - PID 382489):** The wide bungalow footprint blocks rear access on both sides, forcing the **complete demolition of the attached garage** for construction access. Additionally, running splayed utilities across the front yard will sever the root system of the mature deciduous tree that defines the streetscape, violating the Tree Protection Bylaw.

d) **104 Brackley Point Road (Sherwood - PID 381945**): Side-yard clearances are choked to less than 1.2 m by a masonry chimney and foundation projections. Standard construction machinery cannot reach the backyard unless the homeowner **demolishes the chimney and modifies the foundation**. Furthermore, the lot already hosts a detached garage; under accessory structure count rules, this garage must be demolished before the ADU can be built.

e) **5 Angela Street (East Royalty - PID 380481**): This property features a shallow rear yard of **less than 5.0 m** behind the house. Once you subtract the 1.5 m rear setback and 2.0 m building separation, the remaining buildable depth is less than 1.5 m. The shallow rear yard completely eliminates the possibility of constructing a detached ADU, regardless of the lot's overall size.

f) **59 Kensington Road (Parkdale - PID 379482):** Paving the required rear-yard parking and turnaround area covers over 55% of the property, **violating the mandatory grass landscaping sward ratios of Section 6.8**, resulting in automatic zoning rejection.

g) **157 Nassau Street (Historic Core - PID 371963):** Sloping side setbacks require massive concrete retaining walls for basement egress, encroaching into the 1.83 m setbacks. The irregular rear-yard shape leaves no contiguous, flat footprint large enough to host both the ADU and its required parking turnaround.

THE DEVELOPER'S PIVOT: THE "ROTATE-AND-SUBDIVIDE" LOOPHOLE

[23.] If a developer or property owner faces mandatory structural demolition (such as tearing down a garage or carport), expensive splayed utility connections, front-yard parking bans, and owner-occupancy restrictions on an undivided title, **they will not build accessory units.**

[24.] Instead, from a land development perspective, the only economically rational business decision is to demolish the bungalow entirely (or structurally reposition it) and subdivide the lot.

THE "ROTATE-AND-SUBDIVIDE" COMPLIANCE MATH:

[25.] Under standard zoning guidelines, a compliant "narrow lot" must be a minimum of **10.6 m wide**. For a standard mature suburban parcel with a **30.0 m wide frontage** and a total area of 1,130 m^2, a developer can bypass the punitive ADU retrofit pathway entirely by re-surveying and splitting the lot into two distinct fee-simple parcels:

[26.] **Lot 1: The Preserved Bungalow Lot (14.0 m Frontage):**

a) **Math**: A **14.0 m wide** lot is carved out, easily clearing **the 10.6 m narrow lot minimum**.

b) **Siting:** The existing 1970s bungalow is structurally rotated 90 degrees (or physically relocated on the new lot) so that its wide footprint runs depth-wise down the lot rather than wide-wise across the frontage. This preserves the existing structure while restoring conforming setbacks.

[27.] **Lot 2: The Semi-Detached Lot (16.0 m Frontage**):

a) **Math:** The remaining **16.0 m of frontage** is subdivided for a semi-detached duplex, providing exactly **8.0 m of frontage per side** (the standard compliance minimum for semi-detached dwellings split down a common party line).

b) **The Build**: A brand-new semi-detached duplex (yielding 2 dwelling units) is constructed.

THE DEVELOPER'S PIVOT: ADU RETROFIT VS. FEE-SIMPLE SUBDIVISION

[28.] **Pathway A: The ADU Retrofit (Undivided Single-Title Rental**)

a) **Ownership structure**: Single undivided title. The asset is illiquid and restricted by owner-occupancy.

b) **Yield Potential:** Up to 3 ADUs (2 basement suites + 1 cottage), but restricted behind heavy parking, utility, and garage demolition surcharges.

c) **Exit Strategy:** Low liquidity. The entire property must be sold as one piece.

[29.] **Pathway B: The Rotate-and-Subdivide Loophole (Three Fee-Simple Deeds)**

a) **Ownership structure**: Subdivided into two distinct, saleable fee-simple lots.

b) **Lot 1 (Conforming Bungalow Lot - 14.0 m Frontage**): The existing bungalow is rotated 90 degrees (or physically re-sited depth-wise) to meet setback requirements.

c) **Lot 2 (Semi-Detached Lot - 16.0 m Frontage**): Subdivided for a brand-new semi-detached duplex, split down the common party line (8.0 m frontage per side).

d) **Yield Potential**: Three independent, high-value fee-simple homes sold individually on the open market.

e) **Exit Strategy:** High liquidity. Immediate capital extraction with zero owner-occupancy covenants and standard shared utilities.

THE AFFORDABLE HOUSING PARADOX (DEVELOPER ATTRACTIVENESS):

[30.] **The Power of Fee-Simple Title**: Pathway B yields **three high-value, independent, fee-simple homes** (the rotated bungalow on its own deed, plus two semi-detached homes on their own individual deeds) that can be sold independently on the open market. This path requires zero owner-occupancy restrictions, utilizes standard single-pipe service taps, and provides immediate asset liquidity.

[31.] **The Backfire**: While the subdivision path is highly attractive to developers due to fee-simple liquidity, **this path will not necessarily create affordable housing**. Instead of retrofitting low-cost, gentle rental density (such as basement suites), the draft proposed bylaw's rules actively incentivize developers to replace naturally occurring affordable housing with brand-new, high-end, market-rate fee-simple homes.

CLINICAL MUNICIPAL AMENDMENTS

[32.] To resolve this economic and land-use contradiction, Council must adopt the following amendments to make the ADU rental retrofit pathway competitive with full-scale subdivision:

AMENDMENT F: DECOUPLE ADUS FROM ARBITRARY LOT SIZES

[33.] **Section 4.7.2(a) & Section 4.6.3(a):** Completely remove the arbitrary **500.0 m^2 minimum lot size barrier** for single ADUs, and lower the dual-attached ADU threshold under Section 4.6.3(a) **from 1,130 m^2 to 800 m^2**.

[34.] Technical Justification: This unlocks established residential lots that are physically and structurally ideal for gentle density, while preventing arbitrary statistical exclusions.

AMENDMENT G: REPEAL THE OWNER-OCCUPANCY COVENANT FOR ADUS

[35.] **Section 4.6.2(d):** Completely delete and repeal the requirement for owner-occupancy on properties hosting ADUs.

[36.] Technical Justification: This unlocks private and institutional capital, allowing local builders to develop multi-unit rental portfolios and ensuring long-term rental housing security for tenants independent of owner-occupancy changes.

AMENDMENT H: ELIMINATE MULTI-UNIT PARKING TURNING PENALTIES FOR SERVICED INFILL

[37.] **Part 8 (Off-Street Parking Regulations) & Section 4.6.3(e):** Insert a blanket exemption clause:

a) **"For any residential development proposing four (4) units or fewer on a lot served by municipal water and sanitary sewer lines, no additional off-street parking spaces or forward-motion vehicle turnaround corridors (hammerheads/turning aisles) shall be required on-site, and any additional parking required may be located in the front yard as-of-right."**

[38.] Technical Justification: This satisfies HAF Best Practice #6 (Reduce or eliminate parking standards for ADUs and multiplexes). It prevents backyard soil from being paved over, protects the 50% lot coverage limit, and enables actual gentle density to be constructed without forcing garage demolitions.

AMENDMENT I: PERMITTING SETBACK RELIEF FOR DETACHED ADU CONVERSIONS

[39.] **Table 4.1 (Detached ADU Siting Standards)**: Add a footnote or clause:

a) "**Where an existing, legally constructed detached accessory structure (such as a garage or shed) is proposed to be converted into a detached Accessory Dwelling Unit (ADU), the minimum side and rear setbacks of the existing structure shall be permitted to be maintained down to a minimum of 1.2 m, provided that all building and fire code safety requirements (including spatial separation and fire-rated assemblies) are fully satisfied.**"

[40.] Technical Justification: This unlocks thousands of existing detached garages across Charlottetown for immediate habitable conversion, reducing CapEx and preventing unnecessary structural demolition or variance appeals.

TECHNICAL PAPER 4: OPERATIONAL SAFETY & EMERGENCY ACCESS LOGISTICS

SUBMISSION TO THE PUBLIC REGISTRY FOR THE SEPTEMBER 3, 2026 PUBLIC MEETING

To: Donna Miller-Ayton (Manager of Public Policy & Heritage) & Charlottetown City Council.

From: David R. J. Morris, P.Eng, P.Surv, PEILS, CLS (Morris Geomatics & Engineering Ltd.)

Date: August 24, 2026

Reference: CL-HAF-2026-PAPER4

Status: PUBLIC REGSITRY SUBMISSION (PEI *Planning Act*, Section 18)

THE HAF CONTEXT: AS-OF-RIGHT BACKYARD HOUSING

[1.] Under the federal **Housing Accelerator Fund (HAF)**, municipalities are encouraged to adopt rapid "as-of-right" zoning for backyard accessory structures, such as detached Accessory Dwelling Units (ADUs) or garden cottages. By simplifying siting requirements, HAF aims to make underutilized backyard land highly productive, adding new housing starts quickly and efficiently.

[2.] To ensure developers can reliably execute these projects, zoning parameters must be fully coordinated with municipal safety standards. If a land-use bylaw is drafted in isolation from emergency service requirements, it introduces a major project-killing risk: **Late-Stage Fire Marshal Rejections**.

[3.] In land development consulting, discovering a fundamental life-safety or emergency access conflict late in the permitting or construction phase is a

[redacted]

financial catastrophe. It triggers expensive, late-stage site-plan redesigns, wastes architectural and engineering fees, and causes severe project delays that inflate carrying costs.

[4.] Because ADUs are low-rise residential structures (typically 1 to 2 storeys), they do not require heavy aerial ladder trucks or complex vehicle turnaround circles on-site. Instead, fire suppression is managed by standard pumpers parking on the public street and deploying **manual handlines (fire hoses) and ground ladders** to the backyard. Therefore, the primary safety requirement is guaranteeing a clear, walkable ground-level path for firefighters carrying heavy gear and hoses. This paper analyzes the physical side-yard dimensions required to secure this pedestrian corridor without compromising site yield.

THE EMERGENCY ACCESS CORRIDOR SQUEEZE (NFPA 1)

[5.] To establish legal, habitable units in subterranean basements or detached backyard ADUs, builders must construct concrete egress window wells.

[6.] **The Code Requirement**: Under the Building Code, a compliant egress well must project outward from the foundation wall by at least **0.9 m (3.0 ft)** to allow occupant escape[1] [2].

[7.] **The Draft Setback Conflict**: Under the proposed draft bylaw, detached ADU side setbacks are squeezed as tight as 1.5 m (or 1.2 m for converted accessory structures)[3].

[8.] **The Fire Safety Blockade**: If a builder excavates a 0.9 m concrete egress well in a 1.2 m or 1.5 m side yard, the remaining walkable clearance is choked to **0.3 m**

[1] City of Charlottetown Building Code Bylaw PH-BC.3 (Rev 001) / National Building Code of Canada 2020 (Egress Well Sizing Standards).
[2] What We Heard Report - Public Engagement Summary for the Draft Zoning Bylaw (BV Edits July 29, 2026) / HAF Compliance and Deadlines Schedule.
[3] Draft proposed Zoning and Development Bylaw (August 5, 2026), Section 4.7 & Table 4.1 - Detached ADU Built Form Standards.

to 0.6 m (12 to 24 inches). This physically blockades firefighters wearing bulky turnout gear and self-contained breathing apparatus (SCBA) from carrying ground ladders, hoses, or rescue stretchers to the backyard in an emergency. This directly violates basic **NFPA 1 (Fire Code**) and emergency staging guidelines, creating a major life-safety liability.

THE 1.8-METER SOLUTION: PRESERVING WALKABLE SPACE

[9.] A highly practical, developer-friendly solution that guarantees firefighter safety while maintaining site predictability is to coordinate the side setback with the standard **1.8 m (or 1.83 m)** principal residential setback [4] [5].

[10.] If the side yard acting as the emergency access corridor is mandated to be **1.8 m wide**:

a) **The Egress Well**: The mandatory **0.9 m egress window well** is excavated [6].

b) **The Clear Walkway**: A clean, unobstructed ground-level clearance of **0.9 m (3.0 ft)** is preserved alongside the well.

c) **The Result**: A 0.9 m clear width perfectly accommodates the physical envelope of a firefighter carrying equipment, satisfying NFPA 1 standards without forcing expensive, unpredictable variance negotiations or late-stage permit denials.

[4] Draft proposed Zoning and Development Bylaw (August 5, 2026), Section 4.7 & Table 4.1 - Detached ADU Built Form Standards.
[5] Active City of Charlottetown Water Sewer Utility Bylaw, Part 4.2 - Municipal Service Connection Guidelines.
[6] City of Charlottetown Building Code Bylaw PH-BC.3 (Rev 001) / National Building Code of Canada 2020 (Egress Well Sizing Standards).

COORDINATED SIDE-YARD ACCESS CORRIDOR LAYOUT

[11.] **Property Boundary Line**: 0.0 m

[12.] **Mandated Emergency Side Setback Corridor**: 1.8 m total width.

[13.] **Excavated Concrete Egress Window Well**: Projects 0.9 m outward from the foundation wall to satisfy Building Code bedroom egress window rules.

[14.] **Safe Walking Corridor Clear Width**: 0.9 m (3.0 ft) of clean, unobstructed walkable space remaining. This space perfectly satisfies NFPA 1, allowing firefighters in full breathing apparatus to carry ladders, rescue stretchers, and hose lines to the backyard.

[15.] **Result on Site**: 100% compliant with both zoning setback requirements and emergency life-safety guidelines.

THE HOSE-LAY LIMIT: ACCESSING DEEP BACKYARDS

[16.] Because fire trucks park on the public street, firefighters must manually drag fire hoses from the pumper to the furthest rear-yard unit.

[17.] **The Hose-Lay Standard**: Standard municipal fire operations limit the maximum manual hose-lay distance to **90.0 m (300 ft)** from the closest fire hydrant to the primary entrance of the furthest dwelling unit.

[18.] **The Deep Lot Risk**: On exceptionally deep residential lots in Charlottetown's mature subdivisions (some exceeding 60 m to 80 m in depth), a detached ADU constructed at the rear of the lot can easily exceed this 90.0 m threshold when measured around the perimeter of the primary house.

[19.] **The Development Solution**: Rather than forcing developers to construct expensive, wide municipal-grade vehicle driveways and heavy-duty turnaround circles, the bylaw should establish a simple, pedestrian-focused clearance standard. If a lot exceeds a certain depth, the emergency walkway width should

be slightly expanded to allow rapid, unimpeded hose deployments, or an on-site yard hydrant must be provided.

CLINICAL MUNICIPAL AMENDMENTS

[20.] To eliminate late-stage design rejections, protect developer pro-formas from emergency layout revisions, and guarantee absolute tenant safety on infill parcels, Council must adopt the following direct amendments:

AMENDMENT J: MANDATE A CONTINUOUS UNOBSTRUCTED EMERGENCY ACCESS PATH

[21.] **Section 4.6.2 (ADU Siting Standards) & Table 4.1**: Insert the following mandatory safety clause:

a) **"For any residential lot hosting a detached Accessory Dwelling Unit (ADU) or multiple attached ADUs, a continuous, unobstructed ground-level emergency access pathway with a minimum width of 1.0 m (3.3 ft) and a vertical clearance of 2.1 m (7.0 ft) shall be maintained along at least one side yard of the primary dwelling, extending from the public street to the rear yard. Where an egress window well is excavated within this side yard, the minimum side setback for that portion of the building shall be expanded to 1.8 m to preserve a minimum 0.9 m clear walkable ground-level path."**

[22.] Technical Justification: This protects the physical staging envelope required by firefighters under NFPA 1, ensuring life-saving equipment can always reach backyard structures without zoning-infraction delays.

AMENDMENT K: ESTABLISH HOSE-LAY STANDARDS FOR DEEP LOTS

[23.] **Section 4.7 (Detached ADU Standards):** Insert the following standard:

a) **"Where a detached ADU is located on a lot where the walking distance from the public street curb to the furthest entrance of the**

ADU exceeds 45.0 m (150 ft), the designated emergency access side yard corridor shall maintain a minimum width of 1.5 m (5.0 ft) free of any architectural, landscaping, or mechanical obstructions to facilitate rapid manual fire hose deployment."

[24.] Technical Justification: This replaces expensive vehicle turnaround requirements with a simple, low-cost pedestrian clearance standard, ensuring fire safety compliance for deep lots while protecting developer capital.

COMPARATIVE EMERGENCY ACCESS SUMMARY

Head-to-Head Emergency Access Comparison

Metric	Proposed Draft Zoning Text	Coordinated Safety Standard
Side-Yard Setback with Egress Well	1.2 m to 1.5 m (Choked by 0.9 m wells to <0.6 m)	1.8 m Side Setback (Preserves 0.9 m walkway))
Emergency Walking Path Width	Unregulated (Subject to case-by-case staff discretion)	Minimum 1.0 m continuous unobstructed corridor
Deep Lot Access Standard	None	Expanded 1.5 m walkway or 90.0 m max hose-lay limit
Fire Marshal Approval Risk	Extreme (Late-stage rejection)	Low (Clear civil standard)

[25.] By adopting Amendments J and K, Council can establish a transparent, safe, and predictable engineering baseline that eliminates underwriting blindspots and guarantees that gentle density developments are fully compatible with Charlottetown's emergency response operations.

TECHNICAL PAPER 5: THE UNDERWRITING BLINDSPOT

SUBMISSION TO THE PUBLIC REGISTRY FOR THE SEPTEMBER 3, 2026, PUBLIC MEETING

To: Donna Miller-Ayton (Manager of Public Policy & Heritage) & Charlottetown City Council.

From: David R. J. Morris, P.Eng, P.Surv, PEILS, CLS (Morris Geomatics & Engineering Ltd.)

Date: August 24, 2026

Reference: CL-HAF-2026-PAPER5

Status: PUBLIC REGSITRY SUBMISSION (PEI *Planning Act*, Section 18)

THE HAF CONTEXT: TRANSPARENT AND OBJECTIVE "AS-OF-RIGHT" STANDARDS

[1.] Under the federal **Housing Accelerator Fund (HAF),** a cornerstone policy is the implementation of transparent, highly objective, and predictable "as-of-right" development standards[1] [2]. HAF advocates for clear rules of the game so that developers can fast-track housing projects without undergoing subjective, discretionary reviews, public hearings, or administrative delays.

[2.] In professional land development, the first rule of underwriting is predictability. To purchase land, secure financing, and run accurate feasibility models during a

[1] Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF) Compliance Review Audit Report (2026).

[2] Canada Mortgage and Housing Corporation (CMHC) 10 Housing Accelerator Fund Best Practices Guide, Best Practice 1 (Implement Predictable, Transparent, and Objective Standards).

[redacted]

standard 30-to-60-day due diligence window, a developer must be able to calculate three basic metrics with absolute mathematical certainty:

[3.] **True Buildable Area**: The exact spatial footprint available for vertical construction after setbacks, height limits, and lot coverage are applied.

[4.] **Infrastructure Surcharges**: The cost of utility connections, site grading, and civil stormwater retention works.

[5.] **Soft Costs & Timelines**: The predictable duration of the permit review process.

[6.] However, a technical audit of the proposed draft Zoning and Development Bylaw reveals that it fails this core HAF objective. By deferring critical, high-cost compliance gates to three completely unreleased external documents—the **"Ghost Guidelines**"—the draft introduces an un-underwritable acquisition risk that invites arbitrary permitting decisions and project-killing carrying costs [35].

THE THREE "GHOST GUIDELINES" VACUUMS

[7.] Throughout the proposed draft bylaw text, critical compliance gates are tied to documents that have been completely omitted from the public review package:

A. THE MUNICIPAL DESIGN GUIDELINES (ARCHITECTURAL & LAYOUT BLINDSPOTS)

[8.] **The Deferral**: Architectural, accessibility, and site-layout constraints are deferred to an unreleased design manual.

[9.] **The Underwriting Risk**: A development consultant cannot calculate buildable floor plans, envelope heights, or structural configurations during the land-acquisition phase if the physical design parameters are governed by a hidden document. It is impossible to run a reliable pro-forma when basic design requirements remain completely unknown.

B. THE STORMWATER MANAGEMENT GUIDELINES (CIVIL ENGINEERING BLINDSPOTS)

[10.] **The Deferral**: Section 5.4 strictly outlaws discharging surface runoff onto adjoining properties, forcing engineers to design complex on-site subsurface retention and gravel infiltration systems (such as dry wells or French drains).

[11.] **The Underwriting Risk**: The specific hydraulic and engineering standards required to design these systems are completely absent from the draft bylaw. Because the City has omitted and unreleased these stormwater guidelines, a licensed Professional Engineer (P.Eng.) has no official criteria to design against. This lack of standards traps the developer's engineering team in an indefinite Staff review loop, bleeding cash in carrying interest while they guess the City's requirements.

C. THE LANDSCAPING REQUIREMENTS (SPATIAL & CLEARANCE BLINDSPOTS)

[12.] **The Deferral**: Tree planting species, canopy sizing ratios, and soil volume calculations are referenced as external mandates.

[13.] **The Underwriting Risk**: Siting detached backyard ADUs requires compliance with mandatory canopy tree planting rules (Appendix D)[3]. However, because these guidelines are kept hidden, developers cannot model the spatial clearance conflicts between splayed utility lines, foundation setbacks, and required root volumes

THE DEVELOPER PRO-FORMA IMPACT: UN-UNDERWRITABLE ACQUISITION RISK

[14.] In land development consulting, uncertainty is the enemy of capital. The "Ghost Guidelines" vacuum impacts the development pro-forma in three highly damaging ways:

[3] Draft Zoning and Development Bylaw (August 5, 2026), Section 4.6 (ADU Development Standards).

a) **Inflated Carrying Costs**: Deferring critical engineering and design rules to unreleased guidelines guarantees that the municipal permit review process will be slow and highly inconsistent. City staff will be forced to review applications on a subjective, case-by-case basis. This lack of predictability results in extended, delay-loop carrying costs that drain the developer's cash reserves.

b) **Unpredictable Design Fees**: Because engineers and architects are forced to design in a regulatory vacuum, they must constantly revise their drawings to meet arbitrary, un-codified staff feedback. This significantly inflates professional soft costs and delays project delivery.

c) **Sterilized Land Values**: When faced with extreme regulatory uncertainty, sophisticated developers must heavily discount their land-purchase offers to price in the risk of unexpected site surcharges. This reduces transactions and slows overall housing development, the exact opposite of the Housing Accelerator Fund's goals.

THE UNDERWRITING BLINDSPOT: ACTIVE VS. PROPOSED PIPELINE

[15.] **Active Bylaw Pipeline (Predictable & Transparent)**:

a) **Codified Bylaws**: All design and civil parameters are completely public.

b) **Predictable Sizing & Surcharges**: Standard metrics allow developers to calculate buildable areas during the standard 30-day due diligence window.

c) **Fast Permit Issuance**: Standardized approvals accelerate housing starts and project delivery.

[16.] **Proposed Draft Pipeline (The "Ghost Guidelines" Vacuum):**

a) **Proposed Draft Bylaw**: Contains vague, high-level zoning text.

b) **External Deferrals to "Ghost Guidelines**": High-cost architectural, landscaping, and stormwater compliance metrics are kept in unreleased external manuals.

c) **The Underwriting Blindspot**: Unpredictable building sizing, arbitrary permit conditions, and indefinite carrying-cost interest drain during prolonged case-by-case staff review loops.

CLINICAL MUNICIPAL AMENDMENT

[17.] To restore complete transparency, eliminate un-underwritable acquisition risks, and meet the HAF mandate for objective, as-of-right development standards, the City of Charlottetown must adopt the following direct amendment prior to the final reading of the draft bylaw:

AMENDMENT L: TABLE THE BYLAW PENDING RELEASE OF ALL GUIDELINES

[18.] **Section 1.4 (Administration & Compliance**): Insert the following transitional clause:

a) **"The adoption and enforcement of this Zoning and Development Bylaw shall be tabled and suspended until the Municipal Design Guidelines, the Stormwater Management Guidelines, and the Landscaping Requirements are fully drafted, published, and incorporated as legally binding, public appendices to the bylaw text."** [4]

[19.] Technical Justification: This protects developers, property owners, and municipal staff from the legal and operational risks of a regulatory vacuum. It guarantees that when a developer purchases land in Charlottetown, they can

[4]] Draft Zoning and Development Bylaw (July 30, 2026 version), Section 1.4 (Administration and Transitional Provisions) & Section 5.4 (Grading).

underwrite its potential with 100% mathematical certainty under the HAF's "as-of-right" model[5] .

COMPARATIVE UNDERWRITING SUMMARY

Head-to-Head Underwriting Comparison

Metric	Active Bylaw (PH-ZD.2)	Proposed Draft Zoning
Siting & Sizing Predictability	High (All rules codified)	Low (Omitted guidelines)
Stormwater Design Standard	Clear historical guidelines	Absent (Ghost guidelines)
Municipal Design Standards	Publicly accessible bylaws	Absent (Ghost guidelines)
Landscaping & Root Clearance Rules	Publicly accessible bylaws	Absent (Ghost guidelines
Permitting Pipeline Speed	Rapid and predictable	Slow, case-by-case loops
Underwriting Acquisition Risk	Low (Predictable pro-forma)	Severe (Un-underwriteable)

[20.] This paper proves that by tabling the bylaw until the Ghost Guidelines are fully drafted and attached as public appendices, Council can guarantee a transparent,

[5] Canada Mortgage and Housing Corporation (CMHC) 10 Housing Accelerator Fund Best Practices Guide, Best Practice 1 (Implement Predictable, Transparent, and Objective Standards).

objective, and predictable "as-of-right" development environment that satisfies the core requirements of the Housing Accelerator Fund.

TECHNICAL PAPER 6: REGULATORY ALIGNMENT, POLICY GAPS, AND PLANNING ERRORS

SUBMISSION TO THE PUBLIC REGISTRY FOR THE SEPTEMBER 3, 2026, PUBLIC MEETING

To: Donna Miller-Ayton (Manager of Public Policy & Heritage) & Charlottetown City Council.

From: David R. J. Morris, P.Eng, P.Surv, PEILS, CLS (Morris Geomatics & Engineering Ltd.)

Date: August 24, 2026

Reference: CL-HAF-2026-PAPER6

Status: PUBLIC REGSITRY SUBMISSION (PEI *Planning Act*, Section 18)

THE HAF CONTEXT: ALIGNING BYLAWS WITH CMHC BEST PRACTICES

[1.] Under the federal **Housing Accelerator Fund (HAF**), the City of Charlottetown is legally and financially obligated to align its land-use bylaws with the Canada Mortgage and Housing Corporation (CMHC) **10 HAF Best Practices** and its own **eight approved HAF Action Plan Initiatives**.

[2.] The core mandate of HAF is to remove restrictive zoning barriers, establish highly predictable, fast "as-of-right" permitting pipelines, reduce development fees for priority housing types, and eliminate political "NIMBY" delay loops that make housing construction slow and expensive.

Morris Geomatics & Engineering Ltd.
[redacted]

[3.] A rigorous, comparative review of the draft proposed Zoning and Development Bylaw reveals several critical policy gaps and planning blunders. Far from streamlining approvals, the draft proposed text introduces new discretionary escalations, fails to fast-track pre-approved plans, ignores municipal fee-structure reform, and features direct legal conflicts with provincial PEI statutes. If passed without amendments, these gaps will expose developers and property owners to massive timeline uncertainty, unnecessary front-end CapEx, and legal liabilities.

[4.] This paper exposes these omissions and provides actionable text amendments to restore full policy alignment with the HAF mandate.

THE $1.26 MILLION COMPLIANCE PENALTY & SAVING THE REMAINING HAF FUNDING

[5.] The critical nature of this regulatory alignment is highlighted by the City of Charlottetown's actual funding status under the HAF[1] [2]. Under the original 2024 agreement, the federal government committed **over $10 million** to the City to accelerate housing supply[3] [4] . However, following a rigorous compliance review by the Canada Mortgage and Housing Corporation (CMHC), **the City of Charlottetown lost $1.26 million in funding** due to being found non-compliant on **28 of 31 key milestones**—with most non-compliance stemming from delays in implementing the new zoning and development bylaw[5].

[1] Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF) Compliance Review Audit Report (2026).
[2] Canada Mortgage and Housing Corporation (CMHC) 10 Housing Accelerator Fund Best Practices Guide.
[3] CBC News Prince Edward Island (October 2024 / March 2025) - 'Charlottetown loses federal housing funding'
[4] Canada Mortgage and Housing Corporation (CMHC) 10 Housing Accelerator Fund Best Practices Guide.
[5] PNI Atlantic News / SaltWire Network (April 2026) - 'Charlottetown penalized for non-compliance on HAF milestones'.

[6.] This $1.26 million penalty represents a 50% cut to the City's third funding installment, spread evenly over two fiscal years, costing municipal taxpayers $628,687 in both 2026 and 2027[6].

[7.] The risk of further financial damage is severe:

a) **The Threat of Total Cancellation**: CMHC has established a strict precedent of pulling all funding from non-compliant jurisdictions. During this exact same review cycle, the City of **Miramichi had its entire HAF agreement terminated** (losing its entire $3.1 million allocation) for failing to implement mandatory zoning reforms[7] .

b) **The Pushed Zoning Deadline**: Charlottetown's original zoning implementation deadline was September 2025. The City was forced to push its extended target to October 2026. Missing or further delaying this target will trigger harsher federal financial clawbacks or complete suspension of future disbursements[8].

c) **The Fourth Installment Jeopardy**: The remaining millions in HAF funding are tied strictly to subsequent milestones. If the City does not clear its backlog of 28 unmet milestones, the final rounds of funding are directly jeopardized[9].

[8.] **To stop additional money from being lost**, the City must understand that CMHC's funding model is strictly audit-driven, requiring the submission of micro-

[6] CBC News Prince Edward Island (October 2024 / March 2025) - 'Charlottetown loses federal housing funding'.
[7] Northumberland Free Press - 'City loses $3.1M in Housing Accelerator (Miramichi Termination Precedent)'
[8] Id.
[9] Id.

level permit data showing real net housing starts[10] [11] [12]. Merely rushing to pass a broken bylaw to "check a box" will fail. If "poison pill" regulations—like splayed utility trenching (Section 4.14.1(a)), owner-occupancy covenants (Section 4.6.2(d)), and front-yard parking bans (Section 4.6.3(e))—remain in the text, on-the-ground rental housing starts will stay at zero. When CMHC audits the micro-level permit reports next year and finds no housing starts, they will withhold the final funding rounds.

[9.] Therefore, the only way to save Charlottetown's federal funding is to adopt our twenty clinical amendments to ensure these accessory and missing-middle units are actually financially and physically buildable on standard residential lots.

EXPOSING THE FOUR REGULATORY AND POLICY GAPS

[10.] A review of the draft proposed bylaw reveals four major policy omissions that directly violate or fail to implement the core requirements of the Housing Accelerator Fund:

A. THE MINOR VARIANCE "NIMBY" ESCALATION HOLE (SECTION 3.8.5)

[11.] **The HAF Mandate**: CMHC Best Practice 3 requires municipalities to expand delegated authority to staff for development permits and minor variances to depoliticize approvals and increase permitting certainty.

[12.] **The Draft Omission**: While the draft proposed bylaw permits the Development Officer to approve minor variances, **Section 3.8.5** states that if even **one single written objection** is received from any neighboring property owner within 14 days, the Development Officer is stripped of their approving authority. The

[10] City of Charlottetown HAF Action Plan - Initiative 1 (New Official Plan and Zoning Bylaw Implementation).
[11] City of Charlottetown HAF Action Plan - Initiative 2 (Pre-approved ADU Plans and Models Program).
[12] City of Charlottetown HAF Action Plan - Initiative 3 (Streamlining Review & Approvals Timelines / E-permitting Integration).

variance is then escalated to the Planning Board and Council for a highly politicized public hearing loop.

[13.] **The Development Impact**: This is a major NIMBY loophole. By allowing a single objector to freeze an as-of-right development over a minor technical variance (such as a 10% setback adjustment), the draft proposed bylaw re-introduces the exact timeline risks, delays, and political interference that HAF was designed to eliminate. Every week a project is held up at Council drains cash-on-cash return in pre-construction carrying interest.

B. THE "PRE-APPROVED DESIGN" APPROVALS BYPASS (SECTION 2.5 / 2.6)

[14.] **The HAF Mandate**: Under Charlottetown's approved **HAF Initiative 2**, the City committed to creating detailed pre-approved plans and models to promote uptake and allow for streamlined reviews, in line with CMHC Best Practice 9 (pre-reviewed building plans to allow projects to proceed directly to building permits).

[15.] **The Draft Omission**: While the draft proposed bylaw and Official Plan reference an "Accessory Dwelling Unit Program" to make pre-approved plans available, **the draft proposed bylaw completely fails to codify a legal fast-track approvals bypass for developers using them**. An applicant using a City-certified pre-approved model plan is still subjected to the standard, multi-week Stage 1 zoning compliance queue, standard site plans, and standard staff backlogs.

[16.] **The Development Impact**: Pre-approved plans are useless to a developer if they still face standard permitting queues and carrying costs. To make ADU retrofits highly profitable and scalable, utilizing a pre-approved plan must offer an immediate, friction-free regulatory bypass.

C. REGRESSIVE SQUEEZE ON SITE FEES AND DESIGN SURCHARGES (SECTION 2.1)

[17.] **The HAF Mandate**: CMHC Best Practice 5 requires a comprehensive review of development charges and fee schedules, actively waiving application and permit

fees for priority housing types including accessory dwelling units and missing middle housing.

[18.] **The Draft Omission**: While Section 2.1 defers fee collections to a separate Fees Bylaw, the City's active Schedule of Fees features incredibly punitive front-end fee surcharges. For example, a missing middle development is subjected to standard Design Review Application Fees ($400), **Design Reviewer Fees ($2,500 flat rate)**, and Agreement Fees ($600 to $900).

[19.] **The Development Impact**: If a homeowner or local builder wants to add gentle density, they are hit with thousands of dollars in front-end municipal fee surcharges before driving a single nail. Charging a local builder $2,500 in Design Reviewer Fees for low-density infill is regressive and directly violates CMHC Best Practice 5.

D. ABSENCE OF BINDING SERVICE LEVEL AGREEMENTS (SLAS) ON TIMELINES (SECTION 2.6)

[20.] **The HAF Mandate**: HAF Initiative 3 and CMHC Best Practice 3 mandate that municipalities streamline inter-departmental reviews and improve approval times by 20 percent.

[21.] **The Draft Omission**: In the draft proposed bylaw (Section 2.6), the only binding timeline placed on municipal staff is that they must notify the applicant in writing within **7 calendar days** if their application is incomplete. **There is no maximum binding timeline whatsoever for staff to actually approve or deny a complete, compliant permit**.

[22.] **The Development Impact**: Timeline unpredictability is a project-killing risk. A builder cannot underwrite land or secure construction financing if their permit application can sit on a planner's desk indefinitely. If the City is receiving $10,000,000 in federal HAF incentive funds, they must legally commit to binding turnaround standards for developers.

EXPOSING THE FOUR PLANNING ERRORS AND PROVINCIAL CONFLICTS

[23.] In addition to policy omissions, a detailed review of the draft proposed bylaw text has exposed four major planning errors and legal conflicts:

A. THE "OVERSIZED LOT" SUBDIVISION PROHIBITION (SECTION 10.1.3 FRONTAGE BLUNDER)

[24.] **The Draft Error**: The draft proposed text in Section 10.1.3 literally states: "Existing lots with frontage **greater than 18 m** shall not be subdivided except with an approved variance."

[25.] **The Planning Blunder**: This is a massive, backwards drafting error. In land-use planning, subdivisions are restricted on undersized frontages. By using the word **"greater than"** instead of "less than," **the City has accidentally outlawed as-of-right subdivisions on the largest lots in Charlottetown**.

[26.] **The Development Impact**: If your client owns an oversized suburban lot with a wide **30.0 m frontage**, they should be legally permitted to split it into two highly conforming **15.0 m frontage lots** as-of-right (which easily clear the 10.6 m narrow lot minimum). Under this draft, they are blocked. They are forced to pay for a Major Variance, notify neighbors within 100 m, and face a political Council vote just to split a large lot—completely freezing infill density.

B. THE PROVINCIAL ADU SHORT-TERM RENTAL CONFLICT (SECTIONS 4.6.2(E) & 4.7.4(C))

[27.] **The Draft Error**: The City's draft explicitly permits both attached and detached ADUs to be operated as **Short-Term Rentals (STRs**), provided the owner/host is present in the principal residence.

[28.] **The Provincial Prohibition**: The provincial **PEI Planning Act Subdivision and Development Regulations (Section 41(2)(g))** strictly and unconditionally outlaws this: "the accessory dwelling unit shall only be used for housing on a **long-term basis in excess of 30 days** and shall **not serve as short-term rental or tourism accommodations**;"

[29.] **The Planning Blunder**: Under the Planning Act (Section 8), a municipal bylaw is legally subordinated to provincial regulations. A municipal bylaw **cannot be less restrictive** than a provincial prohibition. Because the Province outlaws STRs in ADUs, Charlottetown's attempt to permit them is legally ultra vires and invalid.

[30.] **The Development Impact**: If a consultant advises a client to capitalize a backyard carriage house as a short-term rental under the City's new **bylaw, the client is exposed to immediate provincial enforcement, stop-use orders, and heavy fines**. The City is actively misleading developers into a provincial prosecution trap.

C. THE "ONE ACCESSORY BUILDING" GARDEN SHED COUNT TRAP (TABLE 3.1)

[31.] **The Draft Error**: For standard residential lots under 0.20 ha (0.5 acres), Table 3.1 restricts property owners to "**One" accessory building per lot**.

[32.] **The Planning Omission**: Because a detached Accessory Dwelling Unit (ADU)—such as a garden suite or backyard cottage—is legally defined as an "accessory building" or "accessory structure," it is captured by this limit.

[33.] **The Development Impact**: If your client's property already hosts a standard **detached garden shed** or a detached single-car garage (non-habitable accessory buildings), **they are legally blocked from constructing a detached ADU as-of-right** because they have reached their limit of "One" accessory building. To build the ADU, they must pay for a variance or physically demolish their garden shed. This represents a ridiculous and unnecessary barrier to HAF density.

4. CLINICAL MUNICIPAL AMENDMENTS

[34.] To correct these policy gaps and planning errors, Council must adopt the following text amendments prior to the final reading of the draft proposed bylaw:

AMENDMENT M: STAFF AUTONOMY OVER TECHNICAL VARIANCES

[35.] Section 3.8.5 (Minor Variance Objections): Amend the text:

a) From: "...where a written objection is received from an assessed owner of land within 100 m of the subject property, the Development Officer shall refer the minor variance application to the Planning Board and Council..."

b) To: "...**where a written objection is received from an assessed owner of land within 100 m of the subject property, the Development Officer shall evaluate the objection strictly on objective planning, engineering, and architectural merits in compliance with the Official Plan. The Development Officer's decision shall remain delegated and final, with no automatic escalation to Planning Board or Council, subject only to a formal appeal to IRAC**."

[36.] Technical Justification: Eliminates the NIMBY veto, depoliticizes minor technical approvals, and guarantees timeline certainty for developers.

AMENDMENT N: PRE-APPROVED DESIGN FAST-TRACK BYPASS

[37.] **Section 2.5 & Section 2.6 (Application Review**): Insert the following mandatory fast-track clause:

a) "Any building permit application for a residential development (including ADUs and duplexes) utilizing an officially certified, pre-approved municipal or federal model plan shall be exempt from Stage 1 zoning compliance review and Design Review. The City shall legally issue a combined building permit within ten (10) business days of submission, subject only to a localized footing site-plan and structural foundation check."

[38.] Technical Justification: Satisfies HAF Initiative 2 and CMHC Best Practice 9, incentivizing developers to use pre-approved plans by offering an immediate, friction-free regulatory bypass.

AMENDMENT O: MISSING MIDDLE & ADU FEE WAIVERS

[39.] **Section 2.1 (Fees**): Insert the following fee-reform clause:

a) "**To align with HAF and CMHC Best Practice 5, a 100% waiver on all Minor Variance fees, Major Variance fees, Design Review application fees, external Design Reviewer fees, and Development/Subdivision Agreement fees shall be granted for any residential development proposing four (4) units or fewer (including primary residences with ADUs) and for all purpose-built rental developments**."

[40.] Technical Justification: Reduces front-end CapEx, encourages gentle rental starts, and removes regressive financial penalties on small-scale housing providers.

AMENDMENT P: BINDING PERMIT SERVICE LEVEL AGREEMENTS (SLAS)

[41.] **Section 2.6 (Processing Timelines**): Insert the following binding timeline standard:

a) "The City of Charlottetown shall adhere to the following maximum permit turnaround standards: (i) As-of-Right permits for developments of four (4) residential units or fewer shall be approved or denied within twenty-one (21) calendar days of a complete submission; and (ii) Site Plan Approvals shall be processed within forty-five (45) calendar days. Failure by the City to meet these timelines shall result in a mandatory 50% refund of all permit processing fees to the applicant, and the applicant may appeal the delay to IRAC as a deemed refusal."

[42.] Technical Justification: Removes timeline unpredictability, protects developer pro-formas from administrative carry-cost drains, and holds the planning department accountable.

AMENDMENT Q: CORRECTION OF SUBDIVISION FRONTAGE BLUNDER

[43.] **Section 10.1.3 (Subdivision of Lots**): Amend the text:

a) From: "Existing lots with frontage greater than 18 m shall not be subdivided except with an approved variance."

b) To: **"Existing lots with frontage less than 18 m shall not be subdivided except with an approved variance**."

[44.] Technical Justification: Corrects an obvious, critical drafting blunder that accidentally outlawed as-of-right subdivisions on the largest lots in Charlottetown.

AMENDMENT R: ADU PROVINCIAL STR ALIGNMENT

[45.] **Section 4.6.2(e) & Section 4.7.4(c):** Insert the following statutory compliance clause:

a) **"The operation of an Accessory Dwelling Unit (ADU) as a Short-Term Rental (STR) or tourism accommodation is subject strictly to Section 41(2)(g) of the provincial PEI Planning Act Subdivision and Development Regulations, which restricts ADU occupancy to long-term housing in excess of 30 days. No municipal permit for an STR in an ADU shall be issued unless provincial regulations are amended to permit such use**."

[46.] Technical Justification: Protects local property owners from provincial enforcement liabilities and ensures municipal bylaws comply with overriding provincial statutes.

AMENDMENT S: EXCLUSION OF ADUS FROM ACCESSORY BUILDING COUNTS

[47.] **3.1 & Table 3.1 (Section Accessory Buildings**): Insert the following explicit exclusion clause:

a) **"Notwithstanding Table 3.1, habitable Accessory Dwelling Units (ADUs) shall be excluded from the maximum number of permitted non-habitable accessory buildings (such as storage sheds or detached carports) per lot. A property owner shall be permitted to maintain up to one (1) non-habitable accessory building alongside a permitted detached ADU as-of-right."**

[48.] Technical Justification: Eliminates the "garden shed trap" where homeowners were legally forced to demolish existing storage structures to build a backyard ADU.

COMPARATIVE POLICY INTEGRITY SUMMARY

[49.] The following table summarizes how our proposed clinical amendments resolve the policy gaps and planning errors in the draft text, compared to the active bylaw

Policy Area	**Active Bylaw (PH-ZD,2**	**Proposed Draft Zoning**	**Amended Bylaw** (Our Proposal)
Minor Variance Approvals	High Risk NIMBY delay loops	Escalate to Council of one single neighbour objects	Delegated to Staff based on Planning Merit (Amendment M)
Pre-Approved ADU's	None available	ADU program referenced, but standard permit queue.	10-day fast-track bypass directly to building permit (Amendment N)
Infill Development Fees	Standard fee structures apply	Standard fee structures apply ($2,500 design fee).	100% waiver on planning and design fees (Amendment O)

Permit Processing SLA	No binding timelines	Vague incompleteness check; no binding approval timelines	Binding 21-day timeline with 50% fee refund penalty (Amendment P).
Lot Subdivision Limits	High frontage standards	Subdivisions of lots greater than 18m prohibited	Subdivisions of lots less than 18m prohibited (Amendment Q).
ADU Short-term Rentals	Banned in garden suites	Permitted municipal STRs (provincial violation)	Subject to overriding provincial long-term mandate (Amendment R).)
Accessory Building Limits	One accessory building	ADU counts as accessory, forcing garden shed demolition	ADUs excluded from non-habitable accessory counts (Amendment S)

[50.] By adopting Amendments M through T, Council can correct these critical planning errors, restore complete statutory alignment with the Province of Prince Edward Island, and establish a highly transparent, predictable "as-of-right" development environment that fully satisfies the mandates of the Housing Accelerator Fund.

EXECUTIVE SUBMISSION & COMPREHENSIVE BRIEFING MEMO

Six-Part Technical Paper Series: Reconciling the Draft Bylaw with Economic Reality

To: Chair and Members of the Special Planning Board & Senior Planning Staff .

From: David R. J. Morris, P.Eng, P.Surv, PEILS, CLS (Morris Geomatics & Engineering Ltd.)

Date: October 3, 2026

Subject: URGENT TECHNICAL ALERT: Resolving Unintended Operational Traps in Part 28, Part 3.1, Table 3.1, and Table 3.2

Reference: CoC-PH-AG0526 / LDC-ZDB-2026 / TECH-ALERT

Status: PUBLIC REGSITRY SUBMISSION (PEI *Planning Act*, Section 18)

TECHNICAL ALERT MEMORANDUM

1] EXECUTIVE SUMMARY

[1.] As the Special Planning Board deliberates on the September 29, 2026 Revised Draft Bylaw, we draw your attention to two critical, non-political technical oversights in the written text. These items were introduced as routine drafting updates without formal staff or Council discussion but will cause severe administrative gridlock for Development Officers and homebuilders at the permit counter once enacted.

[2.] Both items can be corrected immediately with simple drafting edits prior to final readings by City Council, with zero impact on permitted land-use density, zoning boundaries, or the Housing Accelerator Fund (HAF) implementation timeline.

Morris Geomatics & Engineering Ltd.
[redacted]

ISSUE 1: SETBACK MEASUREMENT: WALL CLADDING PROJECTION TRAP (PART 28 & TABLE 3.2)

[3.] **The Unintended Conflict**: In Part 28 (Definitions), "*Setback*" was redefined as the distance to the "nearest point of the exterior wall," while Table 3.2 (Permitted Projections) omitted exterior wall siding, cladding, and insulation from permitted yard encroachments.

[4.] **The Operational Reality**: Foundation contractors set concrete forms based on legal survey pins exactly at the minimum setback line (e.g., 1.5 m for detached ADUs or 1.83 m in RN zones). Applying standard 75 mm to 150 mm exterior siding or insulation pushes the finished exterior wall face to 1.35 m–1.42 m.

[5.] **The Permit Lockout**: Because Table 3.2 provides zero projection protection for siding, the surveyor's final Stage 3 as-built survey drawing will reveal an automatic zoning infraction. Development Officers will have no statutory authority under the written text to issue an Occupancy Permit without forcing the builder through a formal minor variance appeal.

2] Recommended Text Fix (Amendment A):

a) **Part 28 (Setback Definition)**: Amend text to read:

i. "*Setback means the distance between a Lot Line and the nearest main concrete foundation wall of a building or structure*."

b) **Table 3.2 (Permitted Projections):** Add a permitted projection line item:

i. "*Finished exterior wall cladding, siding, trim, sheathing, rainscreen assemblies, and exterior insulation systems may project or encroach into a required yard setback by up to 150 mm (6.0 inches) beyond the concrete foundation line as-of-right*."

3] ISSUE 2: DETACHED ADU COUNT VS. GARDEN SHEDS ("THE ACCESORY BUILDING TRAP" - PART 3.1 & TABLE 3.1)

[6.] **The Unintended Conflict**: For standard residential lots under 0.20 ha (0.5 acres), Table 3.1 restricts property owners to a maximum of **one (1) accessory building per lot**.

[7.] **The Operational Reality**: Because a detached Accessory Dwelling Unit (ADU)—such as a backyard cottage or garden suite—is legally defined as an "*accessory building*" or "*accessory structure*," it is captured by this count limit.

[8.] **The Forced Demolition Penalty**: If a homeowner already maintains a standard detached garden shed or single-car garage, they are **legally blocked from constructing a detached ADU as-of-right**. To build the housing unit, they are forced to physically demolish their existing garden shed or apply for a discretionary variance loop.

Recommended Text Fix (Amendment S):

[9.] **Part 3.1; Table 3.1 (Accessory Buildings):** Insert an explicit exclusion clause:

Notwithstanding Table 3.1, habitable Accessory Dwelling Units (ADUs) shall be excluded from the maximum number of permitted non-habitable accessory structures (such as storage sheds or detached carports) per lot. A property owner shall be permitted to maintain up to one (1) non-habitable accessory structure alongside a permitted detached ADU as-of-right."

4] CONCLUSION; ACTION REQUESTED

[10.] These two technical fixes eliminate administrative traps for front-line planning staff and protect local homebuilders from late-stage project freezes. We respectfully request that the Special Planning Board include these two drafting refinements in its recommendation package to City Council.

CHARLOTTETOWN

PO Box 98 (199 Queen Street)
Charlottetown, PE C1A 7K2
Phone: (902) 566-5548 | Fax: (902) 566-4701
www.charlottetown.ca

NOTICE OF PUBLIC MEETING

DATE: **September 3, 2026 (Thursday)**
TIME: **6:00 PM**
VENUE: **Rodd Charlottetown Hotel, 75 Kent Street**

City Council will hold a **Public Meeting** to hear comments on the following proposed Bylaw:

Proposed City of Charlottetown Zoning and Development Bylaw

Donna Miller-Ayton, Manager, Policy & Heritage

The City of Charlottetown has completed a comprehensive review of its Zoning and Development Bylaw — the City's primary regulatory instrument governing land use, development, subdivision, and building activity.

The proposed Bylaw implements the policy directions of the City's Official Plan and updates requirements for permitted uses, development standards, the permit system, subdivision approvals, and sign regulations.

Key Goals:

- **Increase Clarity:** Proposed updates aim to increase certainty, making development approvals more predictable, consistent and efficient.
- **Reduce Red Tape:** Proposed updates aim to streamline approval processes and decision making to help create a wider range of housing options more quickly.
- **More Housing Opportunities:** Proposed updates aim to create clearer, more flexible pathways for residents that want to add accessory dwelling units to their properties, while maintaining appropriate site standards and neighbourhood compatibility.

How to participate at the public meeting:

- In-person at the Rodd Charlottetown Hotel, 75 Kent Street;
- Virtually; or
- Livestream (observe the meeting without commenting at www.charlottetown.ca/video)

To participate virtually:

Register with the Planning & Heritage Department (name, contact number and/or email) by any of the following options:

- *Email at planning@charlottetown.ca, or*
- *Call 902-629-4158 during business hours (8:00 AM – 4:00 PM, Mon-Fri)*
- *Deadline for registration: Tuesday, September 1, 2026*
- *Registered participants will receive an update from staff with instructions on how to participate in the meeting no later than Noon on Wednesday, September 2, 2026.*

How to submit comments:

- Oral submissions or comments may be made at the public meeting (residents are requested to please keep their oral submissions to three (3) to five (5) minutes maximum).

Written comments may be submitted no later than Noon on Friday, September 18, 2026, by:

- Email planning@charlottetown.ca or
- Written submissions delivered to the City's Planning & Heritage Department, 70 Kent Street, Charlottetown.
- Completion of the feedback form through the Charlottetown Hall website at: https://www.charlottetownhall.ca/zoning-and-development-bylaw-review/surveys/draft-zoning-and-development-bylaw-feedback

All responses received will become part of the public record.

Anyone wishing to view the proposed Zoning and Development Bylaw can visit the City's website at www.charlottetown.ca and find the Meeting Packages under the Mayor and Council section. As comments are received and meeting minutes are compiled, the package will be updated with additional information leading up to the public meeting.

The general public is encouraged to participate.

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The general public is encouraged to participate.

HOUSING ACCELERATOR FUND (HAF) IMPLEMENTATION PLAN

CITY OF CHARLOTTETOWN, PE

2024 - 2027

CHARLOTTETOWN

June 2024

In January 2024, the City signed an agreement to accept funding through the Housing Accelerator Fund (HAF) and implement initiatives to facilitate increased housing availability and affordability.

GOALS & OBJECTIVES

1. Increase the supply of affordable housing units within the next three years.
2. Enhance the diversity of housing options to meet the needs of a growing and evolving population.
3. Align initiatives with the goals and objectives of the Province's Housing Strategy
4. Ensure sustainable and resilient housing development practices that consider environmental impact and climate resilience.

This implementation/spending plan outlines the steps and strategies that will be used to effectively facilitate the implementation of Charlottetown's Housing Accelerator Fund eight key initiatives.

The plan also outlines the initiatives that will support the key initiatives.



HAF INITIATIVES IMPLEMENTATION TIMELINES

YEAR	INITIATIVE	MILESTONE	PRIORITY	DATE OF COMMENCEMENT	DATE OF COMPLETION	IMPLEMENTATION PROGRESS
2023	1	2	Draft a new Official Plan for Council Review and approval	9/30/2023	1/31/2025	Final Phase
	1	3	Draft Bylaw enabling increased densities and increased building heights	9/30/2023	1/31/2025	RFP Prep
2024	1	1	Hold Public Consultation and Engagement Sessions	1/1/2024	11/30/2024	Not yet Started
	6	1	Develop the multi missing middle unit design requirements to gain Council approval	1/1/2024	9/1/2025	Not yet Started
	2	1	Develop ADU Design Guidelines, pre-approved plans and models	1/31/2024	9/1/2025	Not yet Started
	2	3	Official Plan and Zoning Bylaw Approval	1/31/2024	9/1/2025	OP approval - September
	7	1	Design a density bonusing policy with clear design requirements	1/31/2024	5/1/2025	Not yet Started
	8	1	Procure consultant to draft an Official Plan and Zoning Bylaw	1/31/2024	3/30/2024	RFP Prep
	8	2	Create Flood Hazard mapping	3/31/2024	6/30/2024	Not yet Started
	7	2	Publish and Implement policies	5/1/2024	4/30/2025	Not yet Started
	8	3	Draft the OP and ZBL, proceed with consultation and council review/ approval	7/1/2024	10/31/2024	OP - Final Phase, Z&D Bylaw RFP Prep Phase
	5	1	Identify vacant properties suitable for multi unit dwellings including brown fields	9/30/2024	11/30/2024	Not yet Started
2025	4	1	Develop RFP for an Integrated Parking Strategy	1/1/2025	4/15/2025	Started, not complete
	1	4	Council Approves new Official Plan, zoning Bylaw and Zoning Map	1/31/2025	9/1/2025	OP - Final Phase, Z&D Bylaw RFP Prep Phase
	2	2	Implement ADU Incentive Program	2/28/2025	9/1/2025	Not yet Started
	3	1	Develop an E-permitting Platform	2/28/2025	9/1/2025	Process initiated
	5	2	Develop a Policy and process for re-development	2/28/2025	8/31/2025	Not yet Started
	5	3	Develop design guidelines for multi unit dwelling complexes	2/28/2025	8/31/2025	Not yet Started
	3	2	Implement new E-permitting System	3/31/2025	9/1/2025	Process initiated
	6	2	Publish, Advertise, Implement and administer the policy	4/1/2025	9/1/2025	Not yet Started
	4	2	Council approves and implements integrated parking strategy	4/30/2025	5/31/2025	Not yet Started
	4	3	New Standards are applied to new development permits	5/31/2025	9/1/2025	Not yet Started
	5	3	(Optional) Work with a developer to re-develop subject property	8/31/2025	9/1/2025	Not yet Started

INITIATIVE 1 - IMPLEMENTING A NEW OFFICIAL PLAN AND ZONING & DEVELOPMENT BYLAW

Start Date	Completion Date	Estimated Costs
2023-09-30	2025-04-30	$250,000

Initiative one (1) facilitates the update of the City's Official Plan and Zoning and Development Bylaw to support the remaining seven (7) initiatives and enable increased density along identified corridors and nodes. The other changes under this initiative will include the following.

- Change the maximum allowable building height to (6-8 stories) to promote higher densities in permitted zones.
- Precise design requirements (including urban greening) and design review processes to address densification and to develop inclusive communities.
- Increasing density allowances along identified corridors and nodes adds certainty and have significant potential to add more housing units in multi-unit buildings.
- Ensure proposed development(s) meet all other permitted-use regulations in the corresponding zone.
- Increase densities along existing corridors provide immediate access to infrastructure (roads, water, sewer services, and active transportation pathways).
- Incorporate urban greening policies to offset the increase in temperature and urban heat effect due to densification.
- Facilitate mixed-income options in large multi-unit developments with a determined percentage of affordable units, consistent with other initiatives and incentives.


Image Source: Discover Charlottetown


Image Source: Mathew Ingram (Flickr)


Image Source: Robert Cutts (Flickr)


Image Source: Wikimedia Creative Commons

OP/Z&DB MILESTONES & TIMELINES

Update Official Plan (OP)
Start: January 2024
Complete: September 2024

Hold Public Consultations for Official Plan (OP)
Start: April 2024
Complete: June 2024

Approval of Official Plan (Council & Minister)
Start:: September 2024
Complete: December 2024

Publish RFP & Hire Zoning & Development Bylaw Consultants
Start: June 2024
Complete: August 2024

Zoning & Development Bylaw Amendment (4 units as of right city-wide, as appropriate)
Initial Assessment and Research/Stakeholder Engagement
Start: September 2024
Complete: November 2024

Drafting of the Zoning & Development Bylaw (All other Regulations)
Start: September 2024
Complete: April 2025

Public Awareness and Education (Information Campaign, Guidance Materials)
Start: January 2025
Complete: February 2025

Public Consultation Sessions for Zoning & Development Bylaw
Start: January 2025
Complete: February 2025

Approval Process (Council & Minister)
Start: March 2025
Complete: April 2025

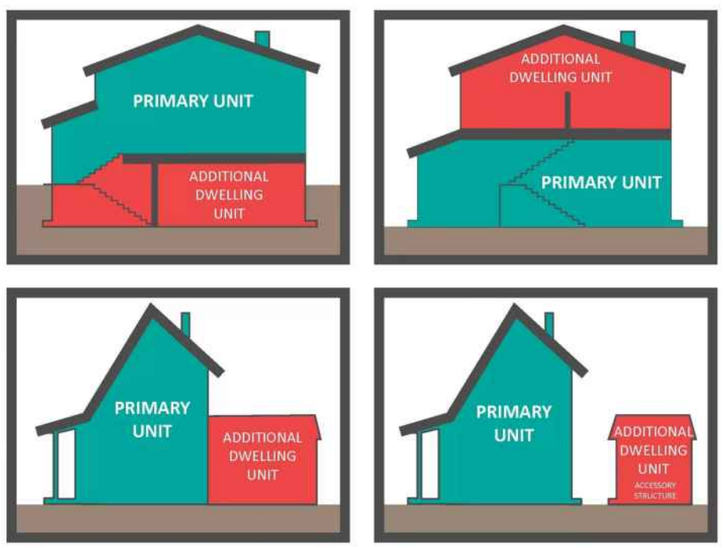
Evaluation and Monitoring
Start: April 2025
Complete: Ongoing April 2025 and Beyond

INITIATIVE 2 - ACCESSORY DWELLING UNIT (ADU) PROGRAM

Start Date	Completion Date	Estimated Costs
2024-01-31	2025-09-01	$1,500,000

The creation of ADUs will increase housing supply and provide additional income opportunities for homeowners. ADUs may qualify as affordable units, depending on rental charges.

- ✓ Design and Administer the ADU program.
- ✓ Accessory Dwelling Units (ADUs) will be permitted for use on larger residential lots currently zoned for single units only.
- ✓ The Official Plan and Zoning and Development Bylaw will be amended to permit ADUs through clearly defined design requirements.
- ✓ A direct development incentive of $10,000 per ADU will be paid to the developer upon completion of the unit. The direct development incentive will be limited to one per existing lot and capped at 150 units.
- ✓ Develop pre-approved plans or models as part of the ADU initiative. This includes the development of designs or models for several options that would be compatible with existing neighbourhoods, thus increasing density and housing options.
- ✓ Eliminate parking minimum requirements for ADUs to promote improvement and usage of the public transit system and cycling as alternative modes of travelling within the city.
- ✓ Promote ADUs in existing neighbourhoods with established infrastructure, including access to dedicated cycling paths.







ADU PROGRAM MILESTONES & TIMELINES

Prepare & Publish RFP ADU Incentive program
Start: December 2024
Complete: January 2025

Consultant Selection & Council Approvals
ADU incentive program
Start: March 2025
Complete: May 2025

Develop Public Information Package
Start: June 2025
Complete: July 2025

Develop ADU incentive program
Start: June 2025
Complete: August 2025

Launch Program and Communications
Start: September 2025
Complete: September 2025

Implement/Monitoring
Facilitate ADU Builds
Building permit issuance under program
Tracking builds at occupancy, track affordable builds
Start: September 2025
Complete: September 2025 and Beyond

INITIATIVE 3 - E-PERMITTING SYSTEM

Start Date	Completion Date	Estimated Costs
2025-02-28	2025-11-30	$350,000

The City of Charlottetown will implement an electronic permitting system to streamline the approval process for housing projects, reducing delays and costs. The existing system is limited to the city's planning staff only. Clarifying requirements and timelines and a more streamlined process, including interdepartmental review, will lead to quicker permitting times. The HAF framework would increase approval times by 20% relative to the current process.

- ✓ Implement a new inter-departmental e-permitting application and process to streamline application review and approvals.
- ✓ The e-permitting system will assist in addressing site-specific issues in a more coordinated fashion,
- ✓ A new case management approach would streamline intra/inter-departmental review, resulting in more transparent communications between required departments and shorter review and approval times.







E-PERMITTING MILESTONES & TIMELINES

Needs Assessment
Start: April 2024
Complete: May 2024

Consultation and Vendor Selection
Start: April 2024
Complete: July 2024

System Design
Start: September 2024
Complete: September 2024

Development, Testing & Integration
Start: November 2024
Complete: February 2025

Training and Pilot Testing
Start: March 2025
Complete: April 2025

Development Public Communications
Start: May 2025
Complete: June 2025

Launch and Rollout
Start: July 2025
Complete: July 2025

Ongoing Maintenance Evaluation and Improvement
Start: August 2025
Complete: November 2025 & Beyond

INITIATIVE 4 - PARKING STRATEGY

Start Date	Completion Date	Estimated Costs
2025-01-01	2025-09-01	$300,000

The City will develop a parking strategy that reduces parking requirements for new developments, encouraging higher density and more efficient land use. Currently, motor vehicles are the most significant contributor to PEI greenhouse gas (GHG) emissions. This initiative may mitigate GHG emissions.



- Introduce measures to reduce parking requirements for new developments close to roads, transit service, sidewalks, and dedicated cycling infrastructure.

- This initiative can free up more land to develop housing units, thus increasing the density of new developments.

- This initiative supports moving away from a car-centric approach to promoting alternative forms of personal transportation.



PARKING STRATEGY MILESTONES & TIMELINES

Needs Assessment
Start: January 2025
Complete: March 2025

Data Collection and Analysis
Start: March 2025
Complete: May 2025

Public Engagement
Start: June 2025
Complete: June 2025

Parking Inventory and Mapping
Start: July 2025
Complete: August 2025

Policy Development
Start: August 2025
Complete: September 2025

Communications and Outreach
Start:: September 2025
Complete: Ongoing 2025 and beyond

INITIATIVE 5 - RE-DEVELOPMENT FOR HIGHER DENSITY MULTI-UNIT APARTMENTS

Start Date	Completion Date	Estimated Costs
2024-09-30	2025-09-01	$200,000

Through this initiative Charlottetown will encourage the redevelopment of underutilized or vacant properties for higher-density multi-unit apartment buildings, increasing housing supply. The City will not develop the housing itself. This initiative could include the re-development of brownfields or the rezoning of commercial property slated for development.

- Incorporate growth area maps in the Official Plan and develop a Zoning Bylaw to include a process to facilitate the re-development of properties located along existing public infrastructure.
- Accommodate multi-unit apartment complexes or commercial/institutional developments mixed with apartments.
- Creating and implementing design requirements will direct developers to address developing sites with amenities compatible with complete and inclusive communities.







HIGHER DENSITY MILESTONES & TIMELINES

Policy Framework Development (Assess & Update Current Zoning Laws, Create Incentives)
Start: October 2024
Complete: November 2024

Stakeholder Engagement (Identify Stakeholders, Conduct Workshops and Meetings, Transparent Communication)
Start: December 2024
Complete: September 2025

Site Identification and Analysis (Conduct Site Surveys, Feasibility Studies, Infrastructure Assessment)
Start: January 2025
Complete: February 2025

Regulatory Approval (Public Meetings, Education, Communications & Outreach)
Start: March 2025
Complete: May 2025

Implementation & Community Services Integration
Start: May 2025
Complete: July 2025

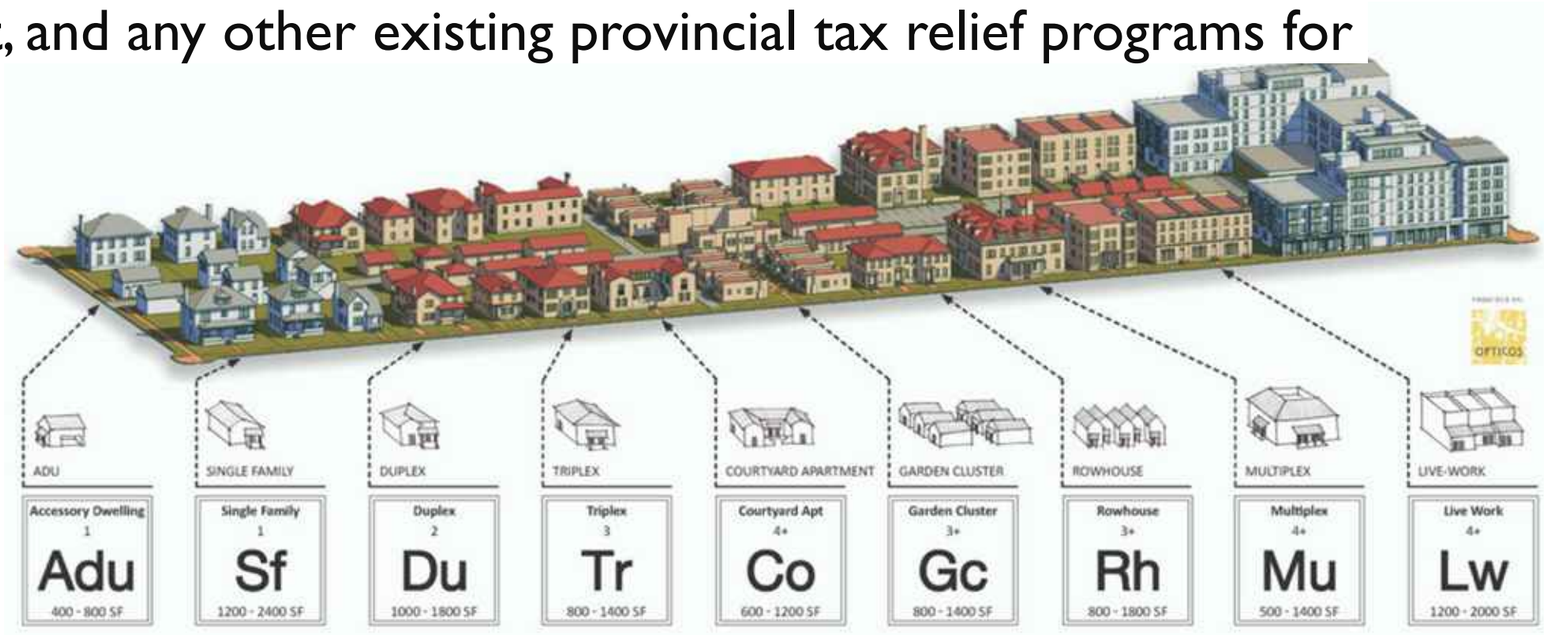
Review and Adaptation (Feedback Mechanisms, Continuous Improvement)
Start: August 2025
Complete: September 2025 and beyond

INITIATIVE 6 - CLARIFY GUIDELINES & PROMOTE MULTI MISSING MIDDLE DWELLING UNITS

Start Date	Completion Date	Estimated Costs
2024-01-01	2025-09-01	$100,000

This initiative will allow the definition of clear design standards for missing middle housing types, such as townhouses, duplexes, triplexes and fourplexes. This initiative will incentivize the construction of missing middle housing that is in proximity to existing public infrastructure and has amenities such as community gardens, e-vehicle charging stations, sheltered bicycle/e-scooter parking and community meeting spaces.

- Develop and administer precise urban design requirements for multi-missing middle-unit dwellings to promote best practices in lot design.
- Promote dispersion of affordable dwelling units by allowing a maximum of 20% of total dwelling units on a subject property to be eligible for affordable housing.
- This incentive will augment the existing provincial program, which provides an incentive of up to $55,000 per affordable unit, and any other existing provincial tax relief programs for affordable housing units.



MISSING MIDDLE MILESTONES & TIMELINES

Policy Review & Development (Assess & Update Current Zoning Laws, Develop Clear Guidelines)
Start: July 2024
Complete: September 2024

Stakeholder Engagement (Identify Stakeholders, Conduct Workshops and Meetings, Gather Feedback)
Start: October 2024
Complete: September 2025

Incentive Programs & Promotional Campaigns (Create Financial Incentives, Streamline Permitting Processes, Marketing Strategy, Information Dissemination)
Start: November 2024
Complete: January 2025

Community Services Integration (Address Infrastructure Needs, Community Services Assessment)
Start: February 2025
Complete: April 2025

Pilot Projects Implementation & Monitoring (Liaise with Developers and Evaluate)
Start: May 2025
Complete: August 2025

Integrated Feedback and Policy Adjustment (Monitoring, Regular Reviews, Adapt Policies)
Start: September 2025
Complete: September 2025 and beyond

INITIATIVE 7 - IMPLEMENT DENSITY BONUSING AND DESIGN STANDARDS FOR AFFORDABLE UNITS

Start Date	Completion Date	Estimated Costs
2024-01-31	2025-04-30	$50,000

The City will introduce density bonusing mechanisms to incentivize developers to include affordable housing units in their projects.

This initiative will facilitate the development of clear urban design standards for multi-unit dwellings and affordable/accessory dwelling units to promote best practices in lot design while permitting density bonuses for developing affordable housing units as part of a multi-unit development.

Requests for additional height are handled through the variance process, which can be time-consuming and may be subject to appeals. This initiative will reduce the time to allow buildings over five (5) stories in height.

Density bonusing offers developers and property owners certainty for an extended period and promotes investment in developing housing units, including affordable housing units. Design guidelines will help address scale and infill issues in developed neighbourhoods.

DENSITY BONUSING MILESTONES & TIMELINES

Policy Review & Analysis (Establish Clear Objectives, Develop Density Bonusing Policy, Set Design Standards)
Start: June 2024
Complete: August 2024

Regulatory Framework (Amend Zoning Ordinances, Incorporate Flexibility, Set Clear Guidelines, Incentive Structures)
Start: September 2024
Complete: December 2024

Stakeholder Engagement (Identify Stakeholders, Conduct Workshops and Meetings, Ongoing Communication)
Start: September 2024
Complete: April 2025

Monitoring and Compliance (Establish Compliance Mechanisms, Adaptative Policy Management, Infrastructure Adequacy)
Start: January 2024
Complete: March 2025

Evaluation and Revision (Feedback Mechanisms, Policy Review)
Start: April 2025
Complete: April 2025 and beyond

INITIATIVE 8 - REMOVE EXCLUSIONARY ZONING & PERMIT UP TO 4 UNITS AS OF RIGHT AS APPROPRIATE

Start Date	Completion Date	Estimated Costs
2024-01-31	2024-10-31	$100,000

The City of Charlottetown will review and amend the Zoning and Development Bylaw to remove barriers to higher-density development and promote inclusivity.

The City will promote up to 4 units per existing lot, as appropriate through this initiative. Also, the City intends to permit increased densification around UPEI, Holland College and the Hospital Campuses. The City will also remove subjective measures from the Zoning and Development Bylaw (ZBL) and clarify what will be approved.

Enabling 4-story buildings within an 800 m radius of the UPEI Campus, Holland College Campus & the Queen Elizabeth Hospital Campus and enabling 6-story buildings along identified corridors and nodes will facilitate increased densification throughout the City (see map).

Higher-density developments will be encouraged in areas away from hazards, such as areas at risk of flooding (consistent with the Provincial Climate Adaptation Plan), and toward where the developments can be supported by infrastructure and transit. This initiative will utilize the most recent data to establish floodplain mapping for both sea level rise and storm surge (as Charlottetown is a coastal city) and inland flooding from severe storm events.

The floodplain mapping will be implemented as part of Zoning Bylaw Amendments to climate-proof the Zoning and Development Bylaw and form a comprehensive approach to ensure that any new development or additions to existing buildings, including those within the flood hazard zone, is to a higher standard of development. This includes requiring elevation minimums, foundation treatments, and placement of electrical and heat sources above flood elevation) to address infrastructure requirements, protect the residents and public, and reduce impacts from climate change.

4 UNITS AS OF RIGHT MILESTONES & TIMELINES

Policy Review and Analysis (Assess Current Zoning Laws, Identify Target Areas)
Start: July 2024
Complete: August 2024

Stakeholder Engagement (Gather Stakeholder Input, Educational Campaigns)
Start: August 2024
Complete: October 2024

Legislative Amendments (Draft Zoning Bylaw Amendments, Simplify Approval Processes, Evaluate Infrastructure Needs, Plan Upgrades)
Start: September 2024
Complete: October 2024

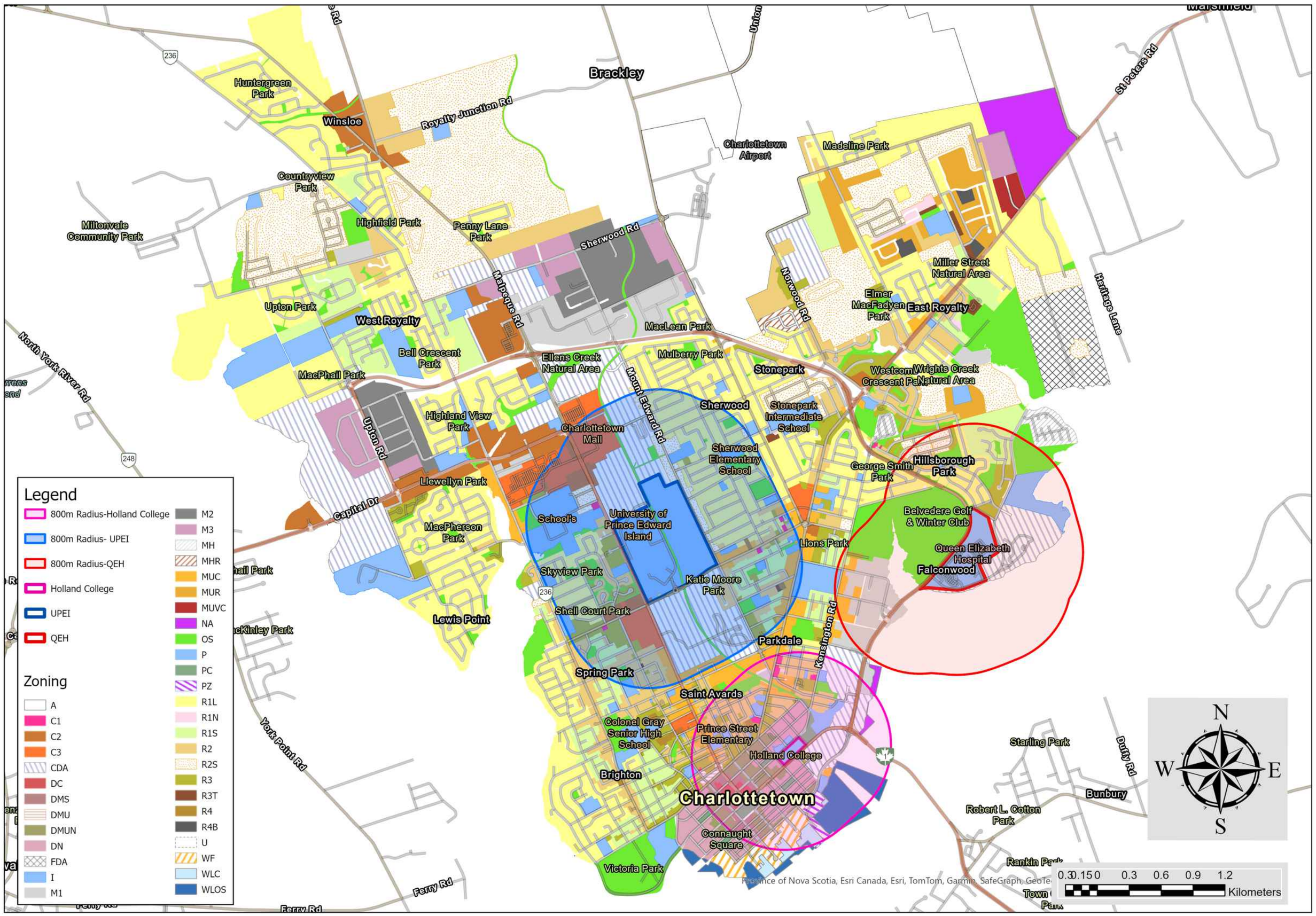
Public Meeting of Council (Public Consultation - Introduction of Legislative Amendments)
Start: October 2024
Complete: October 2024

Legislative Approvals
Start: November 2024
Complete: December 2024

Education, Communications and Launch
Start: August 2024
Complete: December 2024 and beyond

Monitoring, Feedback and Revision (Feedback Mechanisms, Policy Adjustment)
Start: December 2024
Complete: December 2024 and beyond

ILLUSTRATION – DENSIFICATION EDUCATIONAL INSTITUTIONS & QUEEN ELIZABETH HOSPITAL



HAF USE OF FUNDS

Proposed Uses	Year of Implementation	Estimated Spend
Implement Official Plan & Zoning Bylaw ✓ Design Requirements for Missing Middle ✓ Density Bonusing ✓ Remove Exclusionary Zoning ✓ Climate Proof Zoning & Development Bylaw	Years 1, 2 & 3	$550,000
Accessory Dwelling Unit Program	Years 1 & 2	$1,500,000
E-Permitting	Years 1 & 2	$350,000
Parking Strategy	Years 1 & 2	$300,000
Re-Development for Higher Density	Years 1 & 2	$200,000
Flood Risk Mapping and Assessment		$200,000
Equity, Diversity, Inclusion, & Reconciliation Strategy	Year 1	$100,000
City Positions to Support HAF Initiatives, Population Increase & Densification ✓ Development Officer ✓ Heritage Officer (Full-Time) ✓ Digitization Technician ✓ GIS Specialist ✓ Building Inspector Level 2 ✓ Fire Inspector ✓ Municipal Engineer ✓ Civil Technician	Years 1 & 2 & 3	$1,626,400
Surplus Property Inventory & Analysis, GIS Collection	Years 2 & 3	$300,000
Development Levy Program	Years 2 & 3	$110,000
Transportation Master Plan	Years 2 & 3	$150,000
HAF Program Incentive Study	Years 1&2	$100,000
Engineering Specifications and Standards		$300,000
Open Space Master Plan	Years 1 & 2	$100,000
Amendment/Update of the Heritage Preservation Bylaw	Years 1 & 2	$150,000
Investments in Community Related Infrastructure	Years 1, 2 & 3	$380,000
Strengthen Affordable Housing Incentive Program	Years 1, 2 & 3	$1,000,000
Fund to Support HAF Initiatives	Years 1, 2 & 3	$2,642,600
Total		**$10,059,000**

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #2026-COCR-0096

Planning & Heritage
#6

MOTION CARRIED 9-0 (Councillor McCabe absent)

MOTION LOST _____

Date: August 11, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Norman Beck

RESOLVED:

That Council approve the convening of a public meeting to provide residents and other interested persons with an opportunity to make representations regarding the City of Charlottetown's draft Zoning and Development Bylaw, in accordance with section 18 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8;

And Further That, upon approval, the Planning and Heritage Department shall cause a notice to be published in a newspaper circulating in the area at least seven clear days before the public meeting. The notice shall describe, in general terms, the nature of the proposed Bylaw and specify the date, time, and place of the public meeting, in accordance with subsection 18(1)(b) of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage #1

Date: October 13, 2026

Moved by Deputy Mayor _____Alanna Jankov

Seconded by Councillor _____Julie McCabe

WHEREAS the City of Charlottetown adopted the existing Zoning and Development Bylaw, PH-ZD.2, on October 1, 2018, pursuant to the Planning Act of Prince Edward Island;

AND WHEREAS Council adopted the City of Charlottetown Official Plan, PH-OPA.2, on July 22, 2025, and the Minister responsible for the Planning Act confirmed the Official Plan on March 13, 2026, pursuant to section 15 of the Planning Act;

AND WHEREAS section 16 of the Planning Act authorizes Council to make bylaws for the implementation of an Official Plan and requires such bylaws to conform with the Official Plan;

AND WHEREAS the proposed City of Charlottetown Zoning and Development Bylaw, PH-ZD.3, has been prepared to implement the policies and land-use framework established by Official Plan PH-OPA.2

and to replace the existing Zoning and Development Bylaw, PH-ZD.2 (Revision 053);

AND WHEREAS the Planning Board declined to support staff's recommendation to approve the proposed Zoning and Development Bylaw, PH-ZD.3, in its current form, citing concerns with the proposed regulatory approach to future waterfront development; the provision for up to four dwelling units as-of-right, where appropriate; the proposed reduction in as-of-right building heights within the downtown area; and matters associated with the Housing Accelerator Fund, including the implications of contingent funding requirements;

BE IT RESOLVED THAT:

1. **That the City of Charlottetown Zoning and Development Bylaw, PH-ZD.2 (Revision 053), remain in usage as is and that the request to repeal and replace it with the proposed City of Charlottetown Zoning and Development Bylaw, PH-ZD.3, as attached, be rejected.**

PLANNING & HERITAGE: COMMITTEE MINUTES
WEDNESDAY, OCTOBER 7, 2026, 3:30 PM
PARKDALE ROOM 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Councillor Norman Beck*** ***interim Chair** **Deputy Mayor Alanna Jankov**** ****attended virtually** **Mayor Philip Brown**	
Also:	**Michael Ruus, Director, Int. Growth** **David Gundrum, MGR PD**	**Jason Doucette, IO/AA*** **Minute taker*
Regrets:	**Councillor Julie McCabe**	

1. **Call to Order**
   Chair Jankov called the meeting to order at 3:53 PM.

2. **Declaration of Conflicts**
   Interim Chair Beck asked if there were any conflicts; there were none.

3. **Approval of Agenda**
   Moved by Mayor Brown and seconded by Deputy Mayor Jankov that the agenda for Wednesday, October 7, 2026, be approved.

   CARRIED
   (2-0)

4. **Adoption of Minutes**
   Moved by Mayor Brown and seconded by Deputy Mayor Jankov that the minutes of the meeting held on Tuesday, September 1, as circulated, be approved.

   CARRIED
   (2-0)

5. **Business arising from Minutes**

It was stated that a request be placed on the record to review the City's Affordable Housing Incentive Program. Concern was raised that the original program included both CMHC and provincial affordable housing definitions, but currently relies only on the provincial definition. It was requested that staff investigate reinstating the CMHC definitions as eligible criteria.

It was explained that staff could provide information on the various CMHC affordability definitions, including those based on income and rental rates, and review any potential fiscal impacts.

Staff advised that a report would be brought back to Committee and that any policy amendment would require further direction from Committee and Council before proceeding.

Patio Bylaw Update

It was asked where the City stands on the Patio Bylaw review.

Staff explained that the internal review is being finalized and that revisions are being made based on previous Committee and Council discussions.

It was further explained that the updated bylaw is expected to be brought forward for Committee consideration at the November meeting.

No further questions were raised.

6. Reports:

a) Funding Allocation Request – Land Management (LAMA) Software Maintenance Agreement

Summary:

It was explained that Planning and Heritage staff were seeking approval to transfer funds between budget line items to cover the renewal of the maintenance and customer service agreement for the City's Land Management Software (LAMA), which supports the building and development permit system.

It was stated that LAMA was implemented in 2022 to modernize the processing, issuance, and archiving of building and development permits. The system currently serves as the City's electronic permit archive, replacing the previous paper-based and Excel tracking system.

It was further explained that the City is transitioning to a new permitting platform, CityWorks, developed by ESRI Canada. Training and system setup have been ongoing throughout 2026, and an overlap period is planned during which both systems will remain active to ensure continuity and preserve permit records.

It was noted that renewing the maintenance agreement with Davenport Group is necessary to keep LAMA operational during the transition. As funding was not specifically allocated within the current budget and the required amount exceeds staff's authority for internal transfers, approval is being sought to transfer $45,946.22 plus HST from existing budget lines.

Staff recommended that the Committee endorse the request and forward it to the Finance Committee and Council for approval to ensure uninterrupted service of the City's permitting system during the transition to CityWorks.

Discussion:

It was asked whether the implementation of the new e-permitting system under the Housing Accelerator Fund initiative would satisfy the project milestones related to streamlined application reviews, approvals, and interdepartmental coordination. Staff confirmed that the new CityWorks

permitting system, along with the related asset management system, would fulfill those objectives and complete the initiative once fully implemented.

It was discussed that the new system would provide a stronger foundation for managing property data and historical records. Staff explained that future enhancements could include a web-based mapping system allowing users to search properties and access relevant heritage and historical documents. It was emphasized that existing archival information would be preserved and made more accessible for researchers, historians, and the public.

It was further explained that the City is working toward a target implementation date of November 30, with regular updates being provided to CMHC. Staff noted that the remaining work primarily involves finalizing the payment portal so applicants can submit and pay for permits online, resulting in a more efficient permitting process.

Questions were raised regarding the relationship between LAMA, CityWorks, and the e-permitting initiative. Staff clarified that LAMA is the City's current permit system, while CityWorks, integrated with the ESRI GIS platform and asset management system, is the new system being implemented. The purpose of the funding request is to maintain LAMA during the transition period to ensure there is no disruption to operations or loss of data while CityWorks is tested and brought online.

It was confirmed that the $45,946.22 plus HST request is a temporary measure to renew LAMA's maintenance agreement during the transition. Once CityWorks is fully operational, LAMA will be phased out and the associated maintenance costs will no longer be required.
Following discussion, members indicated their support for the recommendation, and the resolution was approved.

MOTION:

Moved by Mayor Brown and seconded by Deputy Mayor Jankov that Planning & Heritage Committee recommend that Council approve the request to allocate $45,946.22, plus HST, from existing budget lines to fund the annual renewal of the Maintenance Agreement related to the Land Management (LAMA) software Permit system.

CARRIED
(2-0)

7. Introduction of New Business

There was no new business

8. Adjournment of Public Session

Moved by Mayor Brown and seconded by Deputy Mayor Jankov that the meeting be adjourned. The meeting was adjourned at 4:18 PM.

CARRIED
(2-0)

_____

Deputy Mayor Alanna Jankov, Chair

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#2

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to allocate $45,946.22, plus HST, from existing budget lines to fund the annual renewal of the Maintenance Agreement related to the Land Management (LAMA) software Permit system.

PLANNING & HERITAGE: PLANNING BOARD MINUTES
WEDNESDAY, OCTOBER 7, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Councillor Norman Beck, Interim Chair** **Deputy Mayor Jankov*** ***attended virtually**	**Dave Essery, RM** **Bobby Kenny, RM** **Paul Connolly, RM** **Lea MacDonald, RM** **Jacqui Scaman, RM** **Satyajit Sen, RM*** ***attended virtually**
Also:	**Mike Ruus, Director, Int. Growth** **David Gundrum, Mgr, PH** **Laurel Palmer, PIII, Senior Planner**	**Jason Doucette, IO/AA**** *****minute taker*
Regrets:	**Brad MacConnell, CAO** **Mayor Phillip Brown** **Councillor Julie McCabe**	

1. **Call to Order**
   Chair called the meeting to order at 4:36 PM

2. **Declaration of Conflicts**
   Chair Jankov asked if there were any conflicts. There were no conflicts.

3. **Approval of Agenda**
   Moved by Jacqui Scaman and seconded by Bobby Kenny that the agenda for Wednesday, October 7, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Dave Essery and seconded by Jacqui Scaman that the minutes of the Planning Board meeting held on Tuesday, September 1, 2026, as circulated, be approved.

   CARRIED

5. **Business arising from Minutes**
   There was no business arising from the minutes.

6. **Reports:**

   a) Variances:

   1. 644 University Avenue (PID# 387852)
   Stephanie MacDonald, Planner 1

Property Information: Single Detached Residential (R-1L) Zone
Staff Presenter: Stephanie MacDonald, PI
Applicant: Coles Associates
Reference: Planning Board Meeting Package

Request:

This is a request for a Major Variance to allow for a proposed commercial building (new gas station convenience store and drive-thru building) to project into the rear yard setback by 1.66 metres (5.45 feet) for subject property identified as 644 University Avenue (PID# 387852) within the Highway Commercial (C-2) Zone. A rear yard setback of 7.5 metres (24.6 feet) otherwise applies.

Summary:

It was stated that a major variance application for 644 University Avenue (PID 387582) was presented to allow a proposed commercial building to project 1.66 metres (5.45 feet) into the required rear yard setback.

It was explained that the property is located in the CT-C2 Highway Commercial Zone, where a new convenience store and double-lane drive-thru are proposed. Staff noted that the existing building already projects 4.74 metres (15.5 feet) into the rear setback, and the new building would actually be positioned farther from the rear property line.

It was also reported that 14 notification letters were circulated to neighbouring properties and no comments or concerns were received.

It was concluded that staff found the variance would have no negative impacts on surrounding properties and recommended that the Planning Board recommend Council approval of the application.

Discussion:

It was noted that a letter had been received from an adjacent property owner regarding concerns about the proposed drive-thru; however, staff clarified that the comments did not relate to the rear yard setback variance currently under consideration and would instead be addressed during a future review of the drive-thru application.

It was further explained that the variance and drive-thru applications are being reviewed separately because approval of the setback variance is a prerequisite for the drive-thru proposal. Staff indicated that it would not be efficient to complete a comprehensive drive-thru review if the variance were not approved.

Concerns were raised about reviewing the project in stages rather than as a whole, with questions about whether approving one component could influence future decisions. Staff responded that the drive-thru application would undergo its own independent review and approval process and that approval of the variance would not automatically result in approval of the drive-thru.

MOTION:

Moved by Paul Connolly and seconded by Jacqui Scaman that Planning Board recommend that Council approve the following Major Variance for the subject property identified as 644 University Avenue (PID# 387852) to allow for the following:

1) **To allow for the proposed commercial building to project into the rear yard setback by 1.66 metres (5.54 feet).**

CARRIED
(7-0)

2. **12 Avonlea Drive (PID# 464016)**
   David Gundrum, RPP, MCIP, Manager of Development Planning

Property Information: Single Detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Chris McCabe
Reference: Planning Board Meeting Package

Request:

This is a request for a Major Variance to allow for a Garden Suite (68 square metres) to be permitted in the front yard of a corner lot that is within the Single Detached Residential (R-1L) Zone having a lot area of 0.14 hectares (0.34 acres) whereas a minimum lot area of 0.2 hectares (0.5 acres) is otherwise required and a Garden Suite is otherwise only permitted within the rear yard of a property as per Section 5.7 of the Zoning & Development Bylaw.

Summary:

It was stated that a major variance application for 12 Avonlea Drive (PID 464016) was presented to permit a 728 sq. ft. garden suite on a corner lot. The application sought relief from the minimum lot size requirement, as the property is 0.14 hectares (0.34 acres) rather than the required 0.2 hectares (0.5 acres), and to allow the garden suite to be located in an area defined as the front yard under the zoning bylaw.

It was explained that, because of the lot's corner configuration and the orientation of the existing home, the area technically defined as the front yard functions more like a side yard. Staff determined that the proposed location would have minimal visual and privacy impacts on neighbouring properties and would not create traffic sight-line concerns.

It was also noted that the lot is larger than many residential properties in the neighbourhood and contains sufficient space to accommodate both the existing dwelling and the proposed garden suite while maintaining parking and amenity space requirements. Staff received one letter of opposition following circulation to 33 surrounding property owners.

It was concluded that the proposal maintains the intent of the Zoning and Development Bylaw, and staff recommended approval of the major variances, subject to a condition that the garden suite not be located closer to Avonlea Drive than the front wall of the existing dwelling.

Discussion:

It was noted for the record that the applicant is the husband of Councillor McCabe and, in the interest of openness and transparency, it was confirmed that she was not present and would not be participating in the discussion or vote on the application.

It was stated by board members that they had no concerns with the application. One member commented that the proposal appeared to be a good example of gentle density, indicating support for the addition of a garden suite within an established residential neighbourhood.

It was then moved and seconded that the Planning Board accept staff's recommendation regarding the major variance application for 12 Avonlea Drive.

MOTION:

Moved by Lea MacDonald and seconded by Jacqui Scaman that Planning Board recommend that Council approve the following Major Variance for the subject property identified as 12 Avonlea Drive (PID# 464016) to allow for the following:

1) **To allow for a reduced minimum lot size of 0.14 hectares (0.34 acres) for a proposed new Garden Suite and also to allow for the Garden Suite to be located within the front yard of the subject property, subject to the following condition:**

That the Garden Suite not be located closer to Avonlea Drive than the front wall of the existing single-detached dwelling facing north towards the street.

CARRIED
(7-0)

b) Rezonings:

1. **St. Martha's Court - Lot 2019-5 (Parent PID# 390740 New assigned PID#1176502)**
   Laurel Palmer, RPP, MCIP, Planner 3 (Senior Planner)

Property Information: Comprehensive Development Area (CDA) Zone
Staff Presenter: Laurel Palmer, PIII, Senior Planner
Applicant: Nick Jay
Reference: Planning Board Meeting Package

Request:

This is a request to approve a development concept plan for Lot 2019-5 (PID# 390740) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three (3) apartment buildings having a combined total of one hundred and eighty-six (186) dwelling units.

Discussion:

It was stated that a Development Concept Plan application for Phase 3 of was presented for Lot 2019-5 on St. Martha's Court (PID 390740, new PID 1176502) within the Comprehensive Development Area (CDA) Zone. The proposal seeks approval to facilitate the future development of the site with three 62-unit apartment buildings, for a total of 186 residential units.

It was explained that the 3.17-acre property is located on the south side of St. Martha's Court and is surrounded by other CDA-zoned lands, existing multi-unit developments, and the Confederation Trail. The proposal includes underground parking, surface parking, and central courtyard areas, and represents an updated design from an earlier concept that proposed two apartment buildings.

It was also noted that 14 surrounding property owners were notified of the public meeting, and one response was received regarding the alignment of a proposed north-south connector road. Staff advised that the matter has been referred to Public Works for review and confirmation.

It was reported that City departments reviewed the proposal and indicated there is sufficient utility capacity, no major road upgrades are required, and that a second means of access will be required before approval of a building permit, either through the proposed north-south connector road or a future connection across the Confederation Trail.

It was concluded that the proposal supports Official Plan objectives for housing variety, higher-density residential development, and efficient use of existing municipal services.

As a result, staff recommended that the Planning Board recommend Council approve the Phase 3 Development Concept Plan, the associated site and architectural drawings, and the required amendment to Appendix B of the Zoning and Development Bylaw, subject to a development agreement.

Summary:

It was asked what is meant by a site servicing plan. It was explained that a site servicing plan is prepared by engineers prior to construction and identifies how municipal services, including water and sanitary sewer, will be provided to a development. It was noted that the plan shows where services enter the property and determines the infrastructure and pipe capacities required to accommodate the proposed development.

It was asked whether a traffic impact study had been completed for the development and what would trigger the need for a new study. It was stated that an original traffic study was completed for the first two phases of the development based on the projected number of units. It was further explained that when Phase 3 was proposed, an updated traffic study was required to assess the impacts of the additional development.

It was explained that the applicant had the option of commissioning an independent traffic study but instead chose to wait for the City's broader traffic master planning process. It was noted that the development was incorporated into the City's area-wide traffic review, allowing traffic impacts to be evaluated in the context of the surrounding road network and anticipated future growth.
It was further stated that the City had previously completed a traffic master plan for lands south of the development area several years earlier in anticipation of future development. Staff advised that the most recent traffic study had been received approximately one to two months prior and included consideration of the subject development.

It was asked whether a potential easement on the property could affect proposed parking areas. It was explained that parking can generally be constructed over a waterline easement; however, if the City requires access to municipal infrastructure in the future, portions of the parking area may need to be disturbed or removed to facilitate maintenance or repairs. Staff noted that property owners accept this possibility when development occurs over an easement.

It was also asked whether drainage and grading associated with the development could impact neighbouring properties. It was explained that all developments are required to manage stormwater on-site through engineered solutions such as stormwater management ponds or underground drainage systems. Staff noted that grading and drainage designs are reviewed to ensure runoff is properly controlled and directed to appropriate locations.

Discussion then turned to the proposed north-south connector road and whether it would align with future road connections identified on neighbouring properties. It was explained that Public Works would undertake further review to confirm that the roadway alignment is compatible with future connections and functions as intended within the broader transportation network.

It was suggested that approval be contingent upon resolution of matters relating to stormwater management and road alignment. In response, it was clarified that Council was only considering the concept plan at this stage. It was emphasized that detailed matters such as road placement, engineering design, site servicing, stormwater management, grading, and building design would be reviewed and addressed through the subsequent engineering and permit approval processes before construction could proceed.

MOTION:

Moved by Dave Essery and seconded by Paul Connolly that Planning Board recommend that Council approve the Phase 3 Development Concept Plan for Lot 2019-5 (Parent Parcel PID# 390740 new assigned PID #1176502) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units and to approve the working site drawings as submitted; and

1) **To approve the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw subject to the signing of a Development Agreement.**

CARRIED
(7-0)

2. **151 Kensington Road (PID# 385872)**
   Stephanie MacDonald, Planner 1

Property Information: Low Density Residential (R-2S) Zone
Staff Presenter: Stephanie MacDonald, PI
Applicant: Cooper Campbell
Reference: Planning Board Meeting Package

Request:

This is a request to proceed to public consultation concerning a proposed rezoning of the subject property from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential Townhouse (R-3T) Zone to allow for an increase in density on the parcel in future.

Summary:

It was explained that the subject property is an oversized interior lot containing a single-family dwelling and is surrounded by residential, commercial, and recreational uses.

It was noted that the property is designated as Neighbourhoods within the Official Plan Future Land Use Map, a designation that supports consideration of rezoning along Kensington Road to permit small-scale multi-residential development in accordance with legislative requirements.

It was stated that, should Council permit the application to proceed, the proposal would advance to the public consultation phase. It was further explained that the Planning and Heritage Department would notify the public of a future public meeting in accordance with the requirements of the Zoning and Development Bylaw.

It was noted that the applicant's intent is to facilitate a modest increase in residential density through the future development of townhouse dwelling units on the property.

Staff advised that if the rezoning is ultimately approved, the applicant would be required to submit building and development permit applications for detailed review and evaluation against the Zoning and Development Bylaw.

It was explained that the existing site currently contains a single-family dwelling located on a large lot. Staff then reviewed the proposed site plan, which depicts the development of five townhouse dwelling units on the property.

Discussion:

There was no discussion.

MOTION:

Moved by Dave Essery and seconded by Paul Connolly that Planning Board recommend that Council approve the request to proceed to public consultation for the request to amend Appendix "G" – Zoning Map of the *Zoning and Development Bylaw* from Low Density Residential Single (R-2S) Zone to Medium Density Residential Townhouse (R-3T) Zone for the property located at 151 Kensington Road (PID# 385872).

CARRIED
(7-0)

3. 9 Kirkwood Drive (PID# 370932)

David Gundrum, RPP, MCIP, Manager of Development Planning

Property Information: Low Density (R-2) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: CVC Realty
Reference: Planning Board Meeting Package

Request:

This is a request to proceed to public consultation concerning a proposed rezoning of the subject property from the existing Low Density Residential (R-2) Zone to the Mixed Use Corridor (MUC) Zone for the purpose of allowing for veterinary services and uses accessory to veterinary services (i.e. office space).

Summary:

It was explained that the application for 9 Kirkwood Drive (PID 370932) is a request to proceed to public consultation regarding the proposed rezoning of the property from the Low Density Residential (R-2) Zone to the Mixed Use Corridor (MU) Zone. The rezoning would allow for veterinary services and accessory office uses on the property in the future.

It was noted that the property is currently developed with a single detached dwelling and is located near the University Avenue commercial corridor. Staff advised that the surrounding area contains a mix of residential, institutional, and commercial uses, including the Charlottetown Veterinary Clinic on the adjacent property to the east, which is owned by the same owners.

It was stated that, if approved to proceed, the Planning and Heritage Department would provide public notice and schedule a public meeting in accordance with the Zoning and Development Bylaw. Staff also noted that Council is required to receive public input before considering a rezoning application.

It was explained that planning staff believe the application has merit and that sufficient information has been provided to allow the proposal to proceed through the public consultation process.

It was recommended that Planning Board recommend to Council that the rezoning application for 9 Kirkwood Drive proceed to public consultation, with the proposed amendment changing the zoning from R-2 to MU to permit veterinary services and accessory office uses.

Discussion:

There was no discussion.

MOTION:

Moved by Dave Essery and seconded by Jacqui Scaman that Planning Board recommend that Council approve the request to proceed to public consultation for the request to rezone the subject property identified as 9 Kirkwood Drive (PID# 370932) from the Low Density Residential Single (R-2) Zone to Mixed Use Corridor (MUC) Zone to allow for veterinary services and accessory office use on the property in future.

CARRIED
(7-0)

4. Unaddressed Property - Summer Street (PID# 368803)

David Gundrum, RPP, MCIP, Manager of Development Planning

Property Information: Parking (P)
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Claude Ayoub
Reference: Planning Board Meeting Package

Request:

This is a request to proceed to public consultation concerning a proposed rezoning of the subject property from the existing Parking (P) Zone to the Medium Density Residential (R-3) Zone for the purpose of facilitating future medium density residential development at this location. A lot consolidation with abutting property to the north identified as 54 Eden Street (PID# 368878) is also proposed and will be considered at a future date pending outcome of the proposed rezoning.

Summary:

It was explained that the application concerns an unaddressed property on Summer Street (PID 36883) and is a request to proceed to public consultation regarding the proposed rezoning of the property from the Parking (P) Zone to the Medium Density Residential (R-3) Zone to support future residential development.

It was noted that the property is currently vacant and used as a parking area within an established neighbourhood containing a mix of low and medium-density residential uses. Staff advised that the property is located near University Avenue and adjacent to Dino's Pizza, which is under the same ownership.

It was stated that the applicant is seeking the rezoning to facilitate future medium-density residential development, with a related lot consolidation application to be considered pending the outcome of the rezoning request.

It was explained that, if approved to proceed, a public meeting would be scheduled and public notice provided in accordance with the Zoning and Development Bylaw. Staff noted that the proposal has merit and that sufficient information has been provided to allow the application to proceed through the public consultation process.

It was recommended that Planning Board recommend to Council that the rezoning application for the Summer Street property (PID 36883) proceed to public consultation, with the proposed amendment changing the zoning from Parking (P) to Medium Density Residential (R-3).

Discussion:

There was no discussion.

MOTION:

Moved by Bobby Kenny and seconded by Paul Connolly that Planning Board recommend that Council approve the request to proceed to public consultation for the request to rezone the subject property identified as PID# 368803 from the Parking (P) Zone to the Medium Density Residential (R-3) Zone to allow for future medium density residential development on the property in future.

CARRIED
(7-0)

c) Subdivisions & Lot Consolidations:

1. 307-311 Patterson Drive (PID# 676585)

David Gundrum, RPP, MCIP, Manager of Development Planning

Property Information: Business Office Commercial (C-1)
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Dr. Krishna Thakur
Reference: Planning Board Meeting Package

Request:

This is a request to consolidate two (2) existing parcels in the Business Office Commercial (C-1) Zone to form one new consolidated parcel measuring approximately 1,206 square metres (0.30 acres) in size containing an existing 1-storey commercial building.

Summary:

It was explained that the application concerns the consolidation of 307 and 311 Patterson Drive (PID 676585). The proposal would combine two abutting lots under common ownership for legal and technical purposes related to a recent rezoning and to support the future conversion of the existing building into a private community centre.

It was noted that the property contains an existing one-storey commercial building that historically operated as a neighbourhood convenience store. Staff advised that the property was recently rezoned to the Business Office Commercial (C-1) Zone in order to harmonize zoning across both parcels.

It was explained that the proposed consolidation would eliminate the internal lot line between the two properties, which would otherwise create setback issues for future use of the site. Staff noted that the consolidation would create one parcel of approximately 1,026 square metres with frontage along Patterson Drive.

It was further stated that the lot consolidation is considered legal and technical in nature, as it would remove an unnecessary internal lot line on what functions as a single site and would facilitate the proposed community use.

It was recommended that Planning Board recommend to Council approval of the request to consolidate 307 and 311 Patterson Drive (PID 676585) into one parcel, subject to a final survey plan.

Discussion:

It was asked what is meant by a "private community centre." It was explained that a private community centre is a community gathering space located on privately owned land and operated by a private organization or owner, rather than by the City. Staff noted that a public community centre would typically be owned and operated by the municipality, whereas the proposed use would be privately owned and managed.

It was further clarified that a private community centre is a permitted use within the C-1 Business Office Commercial Zone. Staff confirmed that the proposal does not include a residential component and would be intended solely for community-oriented activities and gatherings.

It was asked whether the two parcels are already under the same PID and whether the application is essentially combining two legal descriptions into a single parcel. Staff confirmed that this is correct and explained that the consolidation would combine the existing legal descriptions into one parcel for future use of the site.

It was noted that any additional details regarding the proposed community centre would be addressed at the development permit stage. Members indicated they had no further concerns regarding the lot consolidation request itself.

MOTION:

Moved by Paul Connolly and seconded by Jacqui Scaman that Planning Board recommend that Council approve the request to consolidate two (2) abutting lots identified as 307 and 311 Patterson Drive (PID# 676585) to form one new parcel being 1,206 square metres in area, subject to a final pinned survey plan.

CARRIED
(7-0)

2. **375 University Avenue (PID# 368589)**
   David Gundrum, RPP, MCIP, Manager of Development Planning

Property Information: Mixed Use Corridor (MUC) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Fitzgerland & Snow c/o Ryan Ladner
Reference: Planning Board Meeting Package

Request:

Request to consolidate five (5) existing abutting lots in the Mixed Use Corridor (MUC) Zone identified as 375 University Avenue (PID# 368589) for legal and technical purposes related to a proposed future building expansion. All lots subject to the proposed consolidation are under common ownership.

Summary:

It was explained that the application concerns 375 University Avenue (PID 368589) and is a request to consolidate five consecutive abutting lots within the Mixed Use Corridor (MU) Zone.

The consolidation is being proposed for legal and technical purposes related to a future expansion of the existing commercial building occupied by Source for Sports.
It was noted that the site contains an existing commercial plaza and a two-storey commercial building, with all five lots under common ownership. Staff advised that the property is located along the University Avenue commercial corridor and is surrounded by commercial uses.

It was explained that the proposed consolidation would eliminate internal lot lines across the site that could create setback issues for future development. Staff noted that the property owners intend to construct an addition to the existing Source for Sports building and that combining the lots into a single parcel would facilitate future expansion opportunities.

It was further stated that the proposal supports the continued growth of an established commercial area and is considered legal and technical in nature, as it removes internal lot lines on what functions as a single integrated site.

It was recommended that Planning Board recommend to Council approval of the request to consolidate the five lots at 375 University Avenue (PID 368589) into one parcel of approximately 0.55 hectares (1.36 acres), subject to a final survey plan.

Discussion:

It was asked for clarification regarding which properties were included in the proposed lot consolidation. Staff confirmed that the application involves five existing lots, specifically the two lots highlighted in blue and the three lots highlighted in purple on the site plan, all of which are under the same ownership and PID.

It was also asked whether parking is permitted within the Mixed Use Corridor (MU) Zone. Staff confirmed that parking is permitted and noted that the property owners must continue to meet all zoning requirements related to the provision of parking for the various commercial uses operating on the site.

It was explained that the proposed building addition for Source for Sports would be used for additional storage and warehouse space and would result in the loss of some parking spaces. However, staff advised that a parking analysis had been completed and demonstrated that the site would continue to exceed the minimum parking requirements.

It was further noted that the proposed consolidation was prompted by setback issues created by the existing internal lot lines. Staff explained that, although the site functions as a single commercial property and has been under common ownership for many years, the internal lot lines create unnecessary development constraints. The consolidation was described as a housekeeping measure that would eliminate those setbacks and provide greater flexibility for future development and site improvements.

MOTION:

Moved by Paul Connolly and seconded by Jacqui Scaman that Planning Board recommend that Council approve the request to consolidate five (5) consecutive abutting lots identified as 375 University Avenue (PID# 368589) to form one new parcel being 0.55 hectares (1.36 acres) in area, subject to a final pinned survey plan.

CARRIED
(7-0)

3. 8 Newland Crescent (PID# 370528)

David Gundrum, RPP, MCIP, Manager of Development Planning

Property Information: Mixed Use Corridor (MUC) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Fitzgerland & Snow c/o Ryan Ladner
Reference: Planning Board Meeting Package

Request:

This is a request to sever a portion of lands in the Institutional (I) Zone measuring approximately 511 square metres (0.13 acres) in area belong to property addressed as 30 Dunkirk Street (site of Spring Park Elementary School) and consolidate that parcel with abutting lands to the east belonging to 8 Newland Crescent in the Low Density Residential (R-2) Zone to form one new consolidated parcel measuring approximately 1,607 square metres (0.40 acres) in area containing an existing single-detached dwelling. The requested consolidation has been proposed to facilitate a future building addition for the existing single-detached dwelling at 8 Newland Crescent

Summary:

It was explained that the application concerns 8 Newland Crescent (PID 370528) and is a request to consolidate approximately 0.05 hectares (0.13 acres) of land from 30 Dunkirk Street, the site of Spring Park Elementary School, with the residential property at 8 Newland Crescent. The request is being made for legal and technical purposes related to a proposed future addition to the existing dwelling.

It was noted that 8 Newland Crescent is developed with a two-storey single detached dwelling and is surrounded by residential properties, while the lands proposed to be added are located within the Institutional (I) Zone associated with the school property.
It was explained that the additional land would extend the rear yard of the property and eliminate setback constraints that would otherwise affect the proposed house addition. Staff advised that the owners intend to construct a rear addition to the existing dwelling and that the consolidation would provide sufficient space to accommodate that expansion.

It was further stated that the proposal is consistent with the Official Plan's neighbourhood designation, which supports the continued use and improvement of established low-density residential properties without impacting neighbouring lands.

It was recommended that Planning Board recommend to Council approval of the request to sever approximately 0.05 hectares (0.13 acres) from 30 Dunkirk Street and consolidate it with 8 Newland Crescent, creating a new parcel of approximately 0.16 hectares (0.40 acres), subject to a final survey plan.

Discussion:

It was asked whether the applicant currently owns the portion of land being acquired from the school property and how such a transaction would occur. Staff explained that the applicant does not currently own the land but has entered into a conditional agreement of purchase and sale that is dependent upon approval of the lot consolidation. It was further noted that the portion of land being transferred would remain within the Institutional (I) Zone and is not part of any rezoning application at this time.

It was emphasized that, even if the lot consolidation is approved, the additional land would retain its institutional zoning. Staff advised that the owners have been informed that a future rezoning application would be required before any building addition could extend onto that portion of the property. As a result, approval of the lot consolidation alone would not permit construction of the proposed addition.

Discussion then turned to the existing use of the property and the permissions of the R-2 Zone. It was asked whether a triplex or third dwelling unit would be permitted. Staff explained that the current R-2 Zone allows a single detached dwelling, a semi-detached dwelling, or a single detached dwelling with one accessory unit, for a maximum of two dwelling units on a property.

It was clarified that the existing property already contains two dwelling units and therefore could not be expanded to accommodate a third unit under the current zoning regulations. Staff noted that their understanding is that the owners are seeking additional land to facilitate an expansion of the existing living area rather than the creation of a new dwelling unit.

It was further explained that the lot consolidation is being sought because the current rear lot line creates setback limitations that prevent a larger building footprint. The additional land would provide the necessary rear yard area to accommodate a future building addition, subject to any future rezoning approvals that may be required.

MOTION:

Moved by Dave Essery and seconded by Bobby Kenny that Planning Board recommend that Council approve the request to sever a 0.05 hectare (0.13 acre) portion of property belonging to 30 Dunkirk Street (PID# 370833) within the Institutional (I) Zone and consolidate it with abutting property identified as 8 Newland Crescent (PID# 370528) within the Low Density Residential (R-2) Zone to form a new parcel having a lot area of approximately 0.16 hectares (0.40 acres), subject to a final pinned survey plan.

CARRIED
(7-0)

4. Carraigbrook Avenue and Clonhaven Street – Lot 153A, Lot 154A, Lot 155A (PID#s 1194620, 1194612, 1194638)
David Gundrum, RPP, MCIP, Manager of Development Planning

Property Information: Apartment Residential (R-4) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Ashish Goel c/o 103580 PEI Inc.
Reference: Planning Board Meeting Package

Request:

This is a request to subdivide portions of land identified as Parcel A (307 square metres), Parcel B (299 square metres), Parcel C (0.2 hectares) and Parcel D (340 square metres) and have them appended as lot consolidations to separate lots identified as Lot 154A and Lot 155A with portions donated from Lot 153A to re-configure existing lot lines for three (3) existing parcels of land all within the Apartment Residential (R-4) Zone.

Summary:

It was explained that the application is best described as a series of lot line adjustments and consolidations involving Lots 153A, 154A, and 155A, all of which are located within the R-4 Zone. The proposal would create four new parcels, identified as Parcels A, B, C, and D, and redistribute them between the existing lots for legal and technical purposes associated with future apartment development.
It was noted that the three properties are either vacant or currently under development for apartment buildings. Staff advised that Council previously approved major variances for the sites in May 2026, permitting developments of up to 64 apartment units on each lot.

It was explained that the proposed lot line adjustments would facilitate the installation of future drainage easements and private stormwater infrastructure required to service the developments. Staff noted that the reconfigured lot boundaries would not alter the approved development plans but would ensure that drainage infrastructure is properly accommodated on the affected properties.

It was further stated that written notice of the application was provided to 33 property owners within 100 metres of the site, and no comments or feedback were received.
It was noted that staff consider the application to be legal and technical in nature, as it is intended to address future drainage and servicing requirements while supporting the orderly development of the apartment projects previously approved for the properties.

It was recommended that Planning Board recommend to Council approval of the request to sever and consolidate Parcels A and D with Lot 154A, and Parcels B and C with Lot 155A, subject to a final survey plan.

Discussion:

It was asked whether Board members can properly assess potential conflicts of interest when an application is submitted on behalf of a numbered company and the identities of the directors or shareholders are not known.

It was explained that City records identify the legal property owner as **103580 PEI Inc.**, and that staff do not routinely undertake corporate searches to determine the directors or shareholders of a numbered company, as doing so would require additional time and expense. Staff noted that if any member is aware that they are a director, shareholder, or otherwise have a connection to the corporation, they should consider whether a conflict of interest exists and declare it accordingly.

It was further discussed whether a relationship with a family member, director, or shareholder of a numbered company could create a conflict of interest. Staff advised that they could not provide a definitive determination and suggested that members should consider whether there is an actual or perceived conflict. The Director noted that declaring a conflict is ultimately the responsibility of each individual Board or Council member, and specific circumstances could be reviewed with legal counsel if necessary.

A Board member advised that they may have previously met a person they believed could be associated with the applicant but were uncertain whether it was the same individual and did not believe a direct conflict existed. Following discussion, it was noted that conflict of interest determinations are personal decisions that must be made by the member involved.
It was subsequently indicated that the member preferred not to participate in the decision and would abstain from voting on the application out of an abundance of caution.

MOTION:

Moved by Bobby Kenny and seconded by Paul Connolly that Planning Board recommend that Council approve the request to sever and consolidate Parcel A (307.2 square metres) and Parcel D (340.9 square metres) with property identified as Lot 154A (PID# 1194620) and to also sever and consolidate Parcel B (299.1 square metres) and Parcel D (0.2 hectares) with property identified as Lot 155A (PID# 1194638), subject to a final pinned survey plan for all lots.

CARRIED
(6-0)*
***RM Satyajit Sen abstained in conflict**

7. **Introduction of New Business**
   There was no new business that arose.

8. **Adjournment of Public Session**
   Moved by Paul Connolly and seconded by Bobby Kenny that the meeting be adjourned. The meeting was adjourned at 6:12 PM.

_____

Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6A-1

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning & Heritage

Other Associated Departments:
n/a

Prepared by:
Stephanie MacDonald, Planner 1

Attachments:

A. Air Photo
B. Zoning Map
C. Proposed Site Plan
D. Circulation Letter

Report Title:
Major Variance to allow commercial building to project into rear setback at 644 University Avenue (PID# 387582).

Report Purpose:
Request to approve the proposed major variance to allow for the commercial building to project into the rear yard setback.

Staff Recommendation:
That Planning Board recommends that Council:

APPROVE the proposed Major Variance for the subject property addressed as 644 University Avenue (PID# 387582) to allow for:

The proposed commercial building to project into the rear yard setback by 1.7 m (5.57 ft).

Report Details:

This major variance application was submitted by Coles Associates, on behalf of landowner, Irving Oil Retail Inc., on August 28, 2026. The subject lot is located on an interior lot within the Highway Commercial (C-2) Zone and is surrounded by a wide range of residential, commercial and institutional uses.

The variance request is to allow for a proposed commercial building to project into the rear setback by 1.66 m (5.45 ft) (Attachment C). Section 26.2 of the *Zoning and Development Bylaw* requires commercial buildings within the C-2 Zone to have a minimum setback of 7.5 m (24.6 ft) from the rear property line. The existing structure on the parcel is currently projecting 4.74 m (15.5 ft) into the rear setback, so the subject proposal will bring the new building forward and create a larger separation from the rear setback.

Additionally, the parcel that would be most affected abuts the rear property line and is located at a significantly lower grade and separated by a private road. Staff considered the potential impacts on neighboring parcels and determined that the approval of the proposed variance would not result in negative impacts to the area.

The applicant previously submitted a Building and Development application on June 12, 2025, to redevelop the parcel. The proposed plans are to construct a new commercial building that would accommodate a convenience store and a drive-thru business with two lanes and is subject to the approval of this major variance. The Building and Development permit is currently under review and will be taken to a future meeting to request that Council to set the stacking requirements.

Council or Committee History:
N/A

Financial Implications:
No anticipated financial implications.

Public Engagement and Communication:
Notification of the proposed development and associated Planning Board meeting was circulated on September 18, 2026, to fourteen (14) surrounding property owners within 100 m (328.1 ft) of the subject property (Attachment D). The deadline for affected property owners to submit written comments was 4:00pm on October 2, 2026.

No comments regarding the proposed major variance were received.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Reviewed By:

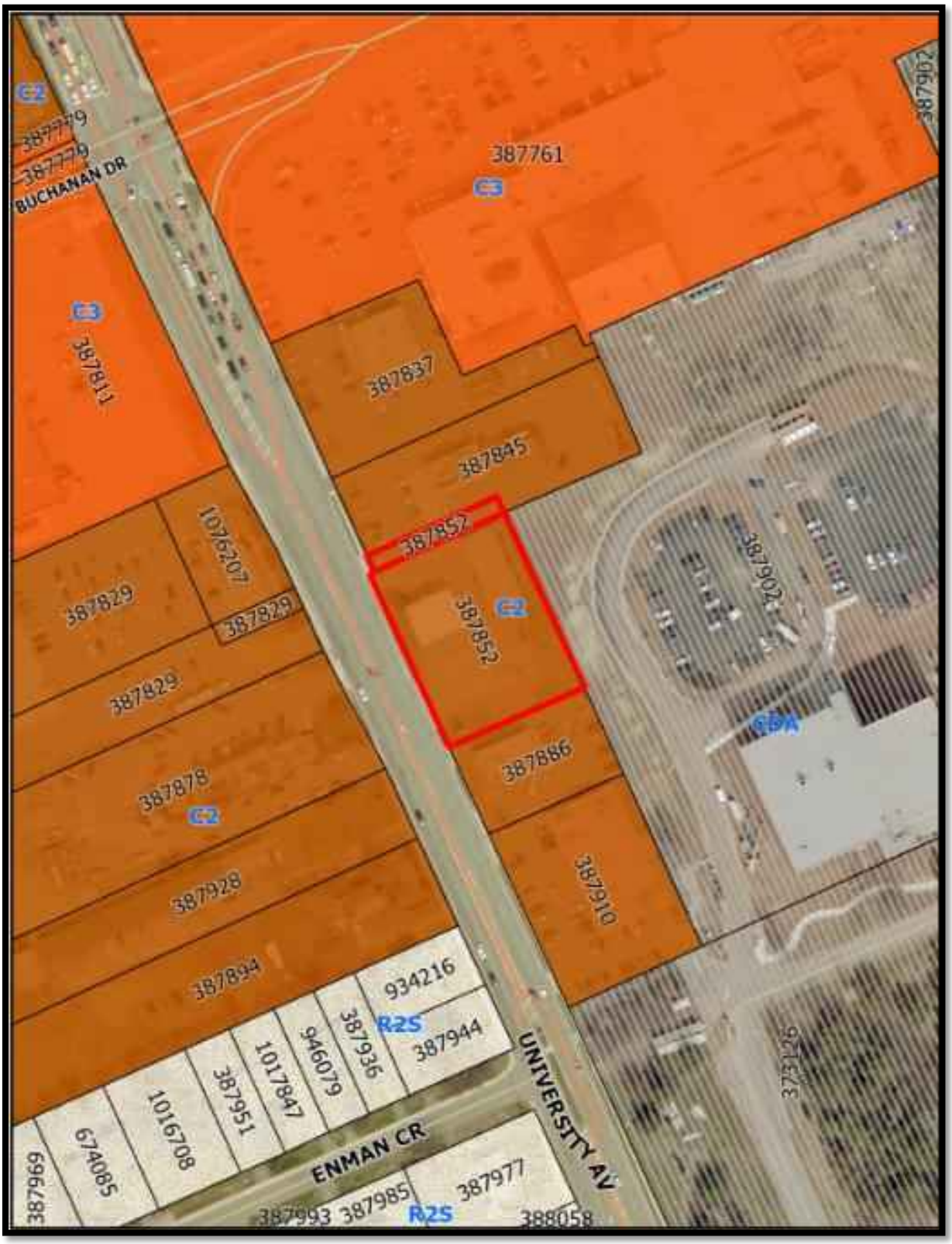
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 10/02/2026	Michael Ruus, RPP, MCIP, 10/02/2026

Committee Recommendation: (if differing from staff)

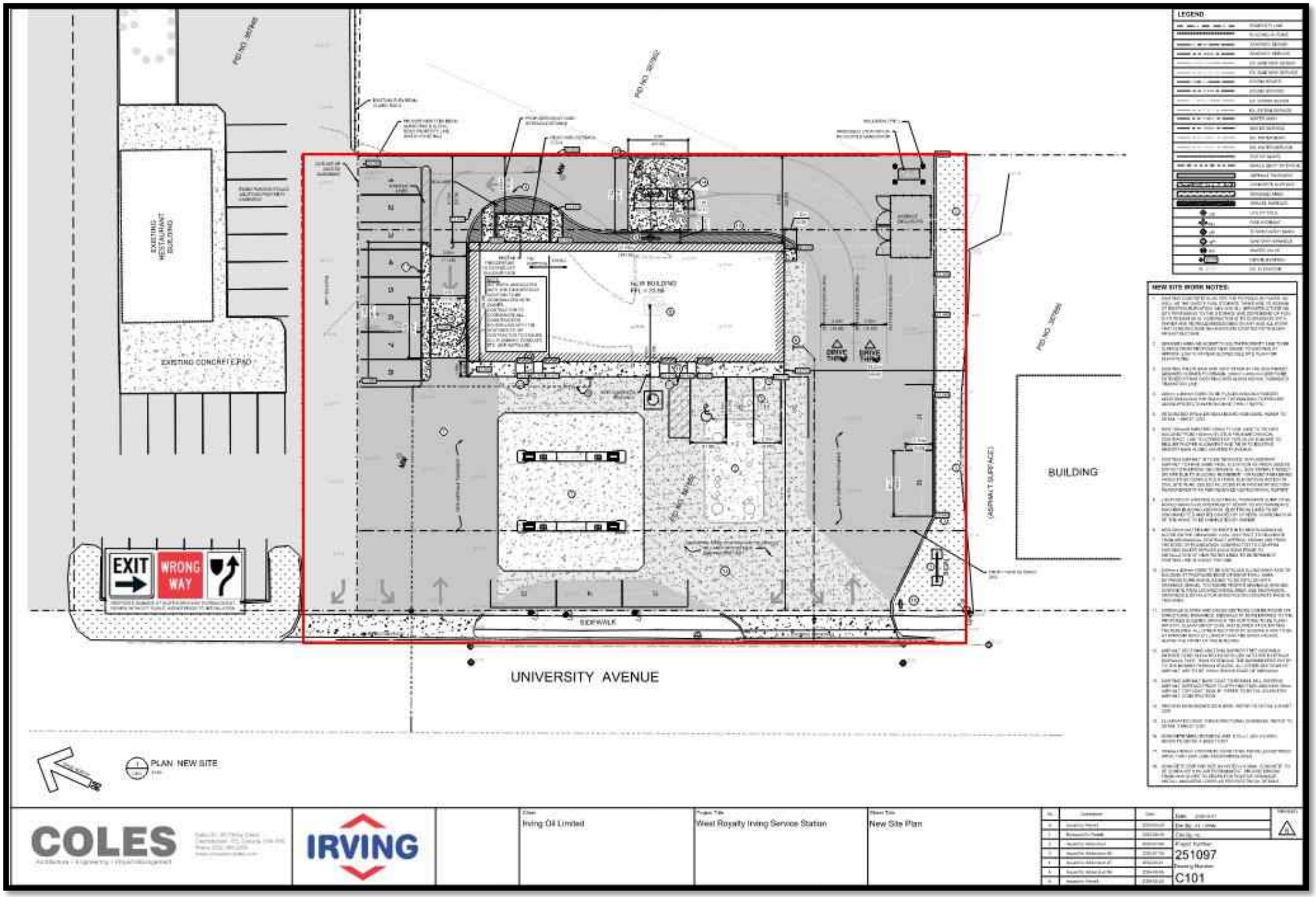
Attachment ‘A’ – Air Photo



Attachment ‘B’ – Zoning Map



Attachment ‘C’ – Proposed Site Plan



t 902.629.4158
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City of Charlottetown
Planning & Heritage Department
70 Kent Street
Charlottetown, PE C1A 1M9

September 18, 2026

RE: 644 University Avenue (PID# 387852)

Dear Property Owner:

The City of Charlottetown's Planning & Heritage Department has received a request for a Major Variance to accommodate the new construction of a proposed Convenience Store and Drive-thru Business located at 644 University Avenue (PID# 387852), a property within the Highway Commercial (C-2) Zone.

Section 26.2 (4) of the *Zoning and Development Bylaw* requires commercial uses within the (C-2) Zone to maintain a minimum rear yard setback of 7.5 m (24.6 ft) otherwise a variance is required. **The applicant is requesting a variance to allow for the proposed commercial building to project into the rear yard setback by 1.66 m (5.45 ft)**

As required by the *Zoning & Development Bylaw*, property owners within 100 metres (328.1 feet) of the subject property must be notified of major variance requests. If you have any objections or comments regarding the major variance, please include the rationale for your objections and submit by email to stmacdonald@charlottetown.ca, no later than **4:00PM on Friday, October 2, 2026.**

Please be advised that any written comments received will become part of the public record.

In accordance with Section 3.9.4 of the *Zoning & Development Bylaw*, the major variance request will be referred to Planning Board to consider the request, along with any comments received and make a recommendation to Council. At Council's discretion, they may approve or refuse the variance. The application will be heard at the Planning Board meeting that has been **rescheduled to 4:30PM on Wednesday, October 7, 2026, in City Council chambers (2nd Floor) located at City Hall (199 Queen Street)**.

If you have any questions or concerns, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

Stephanie MacDonald, BSc
Planner I

Attachments:

1. Air Photo
2. Zoning Map
3. Proposed Site Plan

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
 # 3

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the following Major Variance for the subject property identified as 644 University Avenue (PID# 387852) to allow for the following:

1) **To allow for the proposed commercial building to project into the rear yard setback by 1.7 metres (5.57 feet).**

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6A-2
12 Avonlea Drive (PID# 464016)

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Site Plan
D. Building Floorplans & Elevations
E. Circulation Letter (September 18, 2026)
F. Public Responses to Circulation

Report Title:

Major Variance for reduced minimum lot area and yard location with respect to the regulations for a proposed new Garden Suite (detached Accessory Dwelling Unit - ADU) that would be located in the front yard of the subject property (corner lot) identified as 12 Avonlea Drive (PID# 464016). The application has been submitted by Chris McCabe who is also one of the property owners.

Report Purpose:

Evaluation of a request for relief via Major Variance to allow for a new Garden Suite (detached ADU) to be established on the subject property that would be located in the front yard. More specifically, the relief being requested through the Major Variance would seek to permit a minimum lot area of 0.14 hectares (0.34 acres) whereas a minimum lot area of 0.2 hectares (0.5 acres) is otherwise required under the Zoning Bylaw to permit a Garden Suite. Additionally, the proposed Garden Suite would be located in the defined front yard of the property being a corner lot whereas a Garden Suite is only permitted within the defined rear yard of any property where permitted as per Section 5.7 of the Zoning & Development Bylaw.

Staff Recommendation:

That Planning Board recommend that Council approve the Major Variance to allow for a reduced minimum lot size of 0.14 hectares (0.34 acres) for a proposed new Garden Suite and also to allow for the Garden Suite to be located within the front yard of the subject property identified as 12 Avonlea Drive (PID# 464016) on condition that it not be located closer to Avonlea Drive than the front wall of the existing single-detached dwelling facing north towards the street.

Report Details:

The Major Variance application was submitted by the property owner, Chris McCabe, on September 3, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for the establishment of a new Garden Suite within the front yard of the property identified as 12 Avonlea Drive (PID# 464016).

Development Context:

The subject property is located in a mature residential neighbourhood within East Royalty located approximately 240 metres (787 feet) north of St. Peters Road which is a main arterial road within the City of Charlottetown. It is also located across the street from the Malcolm Darrach Community Centre and approximately 130 metres (426 feet) east of the Elmer MacFadyen Memorial Park. The subject property is a corner residential lot within the Single Detached Residential (R-1L) Zone and is found on a residential block that is entirely zoned (R-1L) as well. Based on immediate land-uses in the surrounding area, the subject property can be accurately described as being located within a developed and mature low-density, primarily single-detached suburban residential neighbourhood.

Analysis:

As per Section 5.7 of the Zoning & Development Bylaw, the minimum required lot size is 0.2 hectares (0.5 acres) for a property to be allowed to have a Garden Suite under the current General Provisions of the Zoning & Development Bylaw and as well, any Garden Suite must be located within the defined rear yard of the property.

As noted, the subject property at 12 Avonlea Drive (PID# 464016) is a corner residential lot having approximately 44 metres (144 feet) of frontage to the north onto Avonlea Drive and approximately 30 metres (98 feet) of frontage to west onto Ingleside Drive (see Attachments A & C).

The applicants are proposing to establish a new Garden Suite unit by introducing a new detached accessory structure (67.6 square metres, 728 square feet) to the property that would be located within the defined front yard of the property to the west of the existing main single-detached dwelling (see Attachments A & C).

When evaluating for land-use impacts it is noted that the principal impact would be primarily with respect to the adjoining or abutting streetscapes to the north and the west rather than other abutting residential properties directly. By definition in the case of a corner lot, the shorter of the two lot lines abutting to the street is considered to be the front lot line while the longer is considered the exterior side lot line or flankage lot line. With respect to 12 Avonlea Drive, the lot line abutting to Ingleside Drive is the shorter of the two and therefore the yard facing west of the house is considered to be the front yard under the Zoning & Development Bylaw.

The existing single-detached dwelling has addressing to the north onto Avonlea Drive with its main entrance and front door also facing in this direction as well as main driveway connecting to the street along this frontage (see Attachment A). Given the existing orientation of the main dwelling, the yard defined as the front yard by the Zoning & Development Bylaw functions on the ground truly as a side yard in this context.

The intent and purpose of the requirement for a Garden Suite to be located within the rear yard is multi-faceted from a land-use impact perspective and is intended to ensure that the additional dwelling unit does not cause undue visual impact to the streetscape and also that it does not supplant or override the defined principal form and character of the main single-detached dwelling with respect to built form as well as sheer physical size and scale. Additionally, the requirement for rear yard location is also intended to preserve privacy of the accessory use (Garden Suite) and to correspondingly ensure that it does not cause privacy impacts to abutting or nearby properties.

With regard to proposed location within the defined front yard, while it is preferred that a Garden Suite be located within the rear yard in order to screen and buffer its appearance towards the street, due to the orientation of the lot and position of the existing single-detached dwelling, what is defined as the rear yard in this case to the east of the house contains an existing above-ground pool and deck located at the end of the existing driveway (see Attachment A). Notwithstanding presence of the existing above-ground pool and deck, if these features were removed, there would still remain a lack of functional space to place the proposed Garden Suite in this area such that it would still meet required yard setbacks as well as separation distance from the existing house. Additionally and again due to the orientation of the existing lot and placement of existing main house, location of the defined rear yard is such that limited buffer would exist to screen any impact among the proposed Garden Suite and the abutting residential properties located at 16 Avonlea Drive and at 5 Ingleside Drive (see Attachment A). Furthermore, placement of a Garden Suite within this yard where it is permitted through Zoning would have potential to cause direct visual and privacy impact upon two abutting rear yard areas of adjacent private property that would otherwise be avoided through the proposed placement within the defined front yard as an alternative.

With respect to proposed placement within the defined front yard, while the Garden Suite would have increased visibility towards the streetscape, it would cause little to no visual or privacy impact to adjoining or abutting properties. With respect to proposed placement at this location, there exists one abutting property to the south at 5 Ingleside Drive however the existing dwelling on that lot is setback a distance of approximately 16 metres (56 feet) from its respective street and therefore would not be within a direct line of sight of the proposed Garden Suite at 12 Avonlea Drive (see Attachments A & C). Additionally, based on plans received, the applicants intend for the front door of the Garden Suite to be inward facing, facing east towards the west-facing side wall of the existing single-detached dwelling at 12 Avonlea Drive which would mean based on building elevation plans received (see Attachment D) that the south-facing wall of the Garden Suite facing towards the abutting property at 5 Ingleside Drive would contain no windows or doors and hence would have no direct view or privacy impact towards what is the defined front yard for 5 Ingleside Drive.

Similarly, the north-facing wall of the Garden Suite facing towards Avonlea Drive would also contain no windows or doors and therefore would be screened to the street in terms of privacy and streetscape appearance, otherwise resembling a non-descript accessory structure.

To ensure that proposed placement of the Garden Suite within the defined front yard under Zoning preserves the principal nature of the existing main single-detached dwelling in terms of form, fit, size and scale, a recommended condition has been included to compel that the Garden Suite not be placed closer to the northern street frontage at Avonlea Drive than the existing main dwelling so-as to avoid creating a visual effect whereby the Garden Suite could override the principal nature of the main dwelling along these attributes.

Notwithstanding proposed placement of the Garden Suite within the defined front yard, it would still otherwise meet the required front yard setback of 6 metres (19.7 feet) that would otherwise apply to a main structure and while the Garden Suite would be considered as an accessory structure here, it is important to bear this indirectly related setback in mind as it would ensure that no impacts to traffic sightlines should occur. It is also noted that the Garden Suite is proposed to be kept free and clear of the defined 6-metre sight triangle as well at the corner of Avonlea Drive and Ingleside Drive where the front lot line and exterior side flankage lot line intersect.

In regard to the required minimum lot area of 0.2 hectares (0.5 acres) otherwise required to permit a Garden Suite under Section 5.7 of the Zoning Bylaw, while the subject property does not meet this threshold, it does represent a larger than average residential lot in the wider neighbourhood having a lot area of 0.14 hectares (0.34 acres) given its position on the corner. Given this context, it can be advised that there exists sufficient lot area not only to

accommodate for 2 separate detached dwelling units on site, but such that ample internal private amenity space is still preserved for both unit and adequate coverage is still provided to satisfy the parking requirements of 1 parking space per dwelling unit in this case. It is noted that the proposed Garden Suite would be within the upper size limit of 70 square metres (753.2 square feet) of Section 5.7 of the Zoning Bylaw notwithstanding the reduced lot size.

On this basis, the proposed variance can be deemed as maintaining the intent and purpose of the Zoning & Development Bylaw as it pertains to accessory residential development within the (R-1L) zone.

Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
▪ The proposed variance would not cause negative visual or privacy impacts to abutting properties due to the limited number of properties abutting within the area of the Garden Suite and orientation of dwelling on that lot. ▪ The proposed Garden Suite would introduce a new infill unit within a suburban area of the City.	▪ A Building and Development Permit will be required with respect to the proposed conversion of the accessory structure to a Garden Suite.	▪ The proposed Garden Suite would not meet the current General Provisions of the Zoning & Development Bylaw as it regards lot size and location on the property.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 12 Avonlea Drive (PID# 464016) be approved to allow for the establishment of a Garden Suite within a proposed detached accessory structure to:

1. Permit a reduced minimum lot area of 0.14 hectares (0.34 acres); and
2. Permit a Garden Suite to be located in the front yard of a corner lot.

Subject to condition that the Garden Suite not be located closer to Avonlea Drive than the front wall of the existing single-detached dwelling facing north towards the street.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:

In accordance with Section 3.9 of the Zoning & Development Bylaw on September 18, 2026, notice of the Major Variance application for 12 Avonlea Drive (PID# 464016) was circulated to thirty-three (33) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance. The deadline to submit written comments was 4:30pm on Friday, October 2, 2026.

One (1) written response was received related to circulation stating opposition to the application (see Attachment F).

Legislative Authority:

Zoning & Development Bylaw
Official Plan

Strategic Alignment:

Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:

David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 10/02/2026

Committee Recommendation: (if differing from staff)

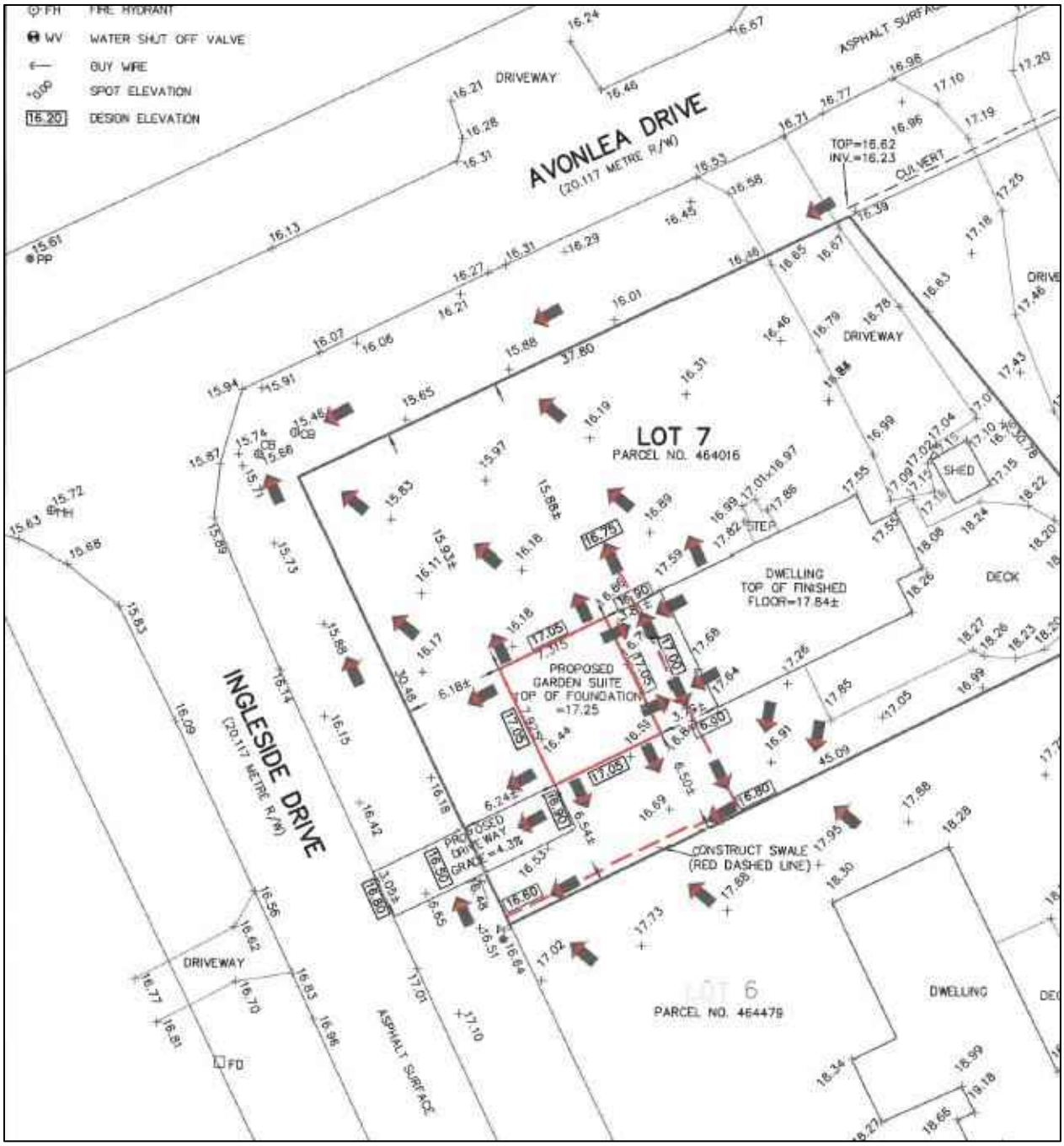
Attachment “A” – Air Photo



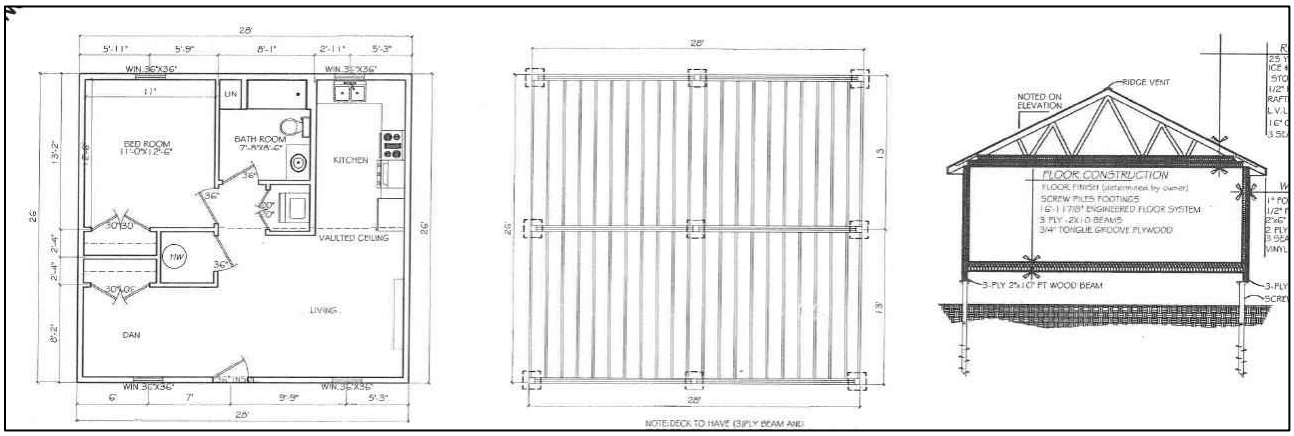
Attachment "B" – Zoning Map

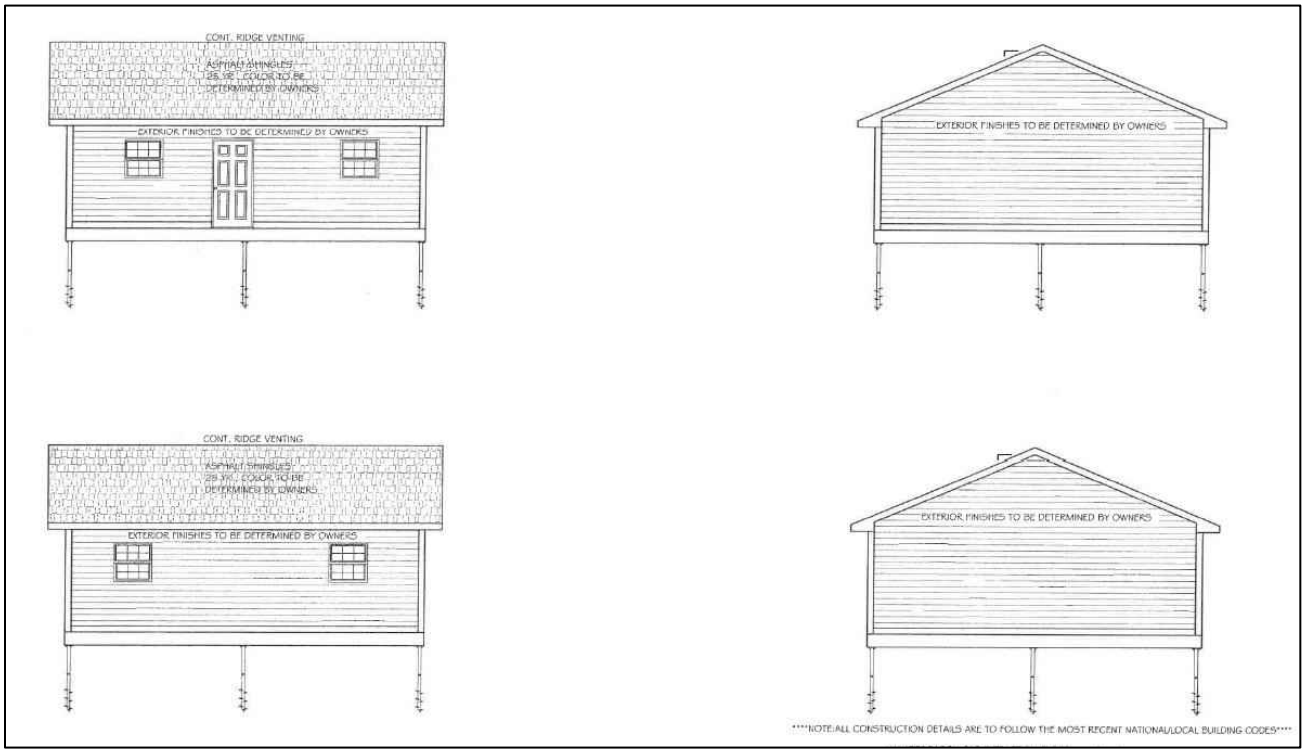


Attachment "C" – Site Plan



Attachment "D" – Building Floorplans & Elevations





Attachment "E" – Circulation Letter (September 18, 2026)

Planning & Heritage Department
City of Charlottetown
70 Kent Street
Charlottetown, PE C1A 1M9

t 902.629.4158
f 902.629.4156
e planning@charlottetown.ca
w www.charlottetown.ca

September 18, 2026

Re: 12 Avonlea Drive (PID# 464016)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to allow for a Garden Suite (detached Accessory Dwelling Unit – ADU measuring 67.6 square metres / 728 square feet) to be established on a property within the Single Detached Residential (R-1L) Zone having an existing lot area of approximately 0.14 hectares (0.35 acres) whereas a minimum lot area of 0.2 hectares (0.5 acres) is otherwise required by the Zoning & Development Bylaw. The Garden Suite is proposed to be placed within the front yard of the corner lot whereas a rear yard location is otherwise required. The Garden Suite is also proposed not to utilize the existing driveway but instead use a proposed second new driveway connecting to Ingleside Drive.

As required by the *Zoning & Development Bylaw*, property owners within 100 metres (328.1 feet) of the subject property, must be notified of Major Variance requests. If you have any objections or comments regarding the Major Variance, please include the rationale for your objections and submit them by email to the reporting Planner at dgundrum@charlottetown.ca no later than **4:00PM on Friday, October 2nd, 2026.**

Please be advised that any written comments will form part of the public record.

In accordance with Section 3.9.4 of the *Zoning & Development Bylaw*, the Major Variance request will be referred to Planning Board to advise on the request, along with any comments received and make a recommendation to Council. At Council's discretion, they may approve or refuse the variance. The application will be heard at the Planning Board meeting scheduled for **4:30PM on Wednesday, October 7th, 2026, in City Council chambers (2nd Floor) located at City Hall (199 Queen Street)**.

If you have any questions in regard to the application, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment "F" – Public Responses to Circulation

Gundrum, David

From: Darren Gallant [redacted]
Sent: Tuesday, September 29, 2026 9:04 AM
To: Gundrum, David
Subject: Objection to Major Variance Request – 12 Avonlea Drive (PID #464016)

You don't often get email from [redacted] Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings

I am writing to formally object to the Major Variance application for **12 Avonlea Drive (PID #464016)**, which proposes to establish a Garden Suite/Detached Accessory Dwelling Unit on the property.

I have several concerns with the requested variances and believe the application should be carefully considered in light of the existing zoning requirements and the potential impact on surrounding properties.

1. Significant reduction in required lot area

The property is approximately **0.14 hectares (0.35 acres)**, while the applicable zoning requirement is a minimum lot area of **0.2 hectares (0.5 acres)**. This represents a substantial reduction from the required minimum lot size. I am concerned that approving this variance could undermine the purpose of the minimum lot-area requirement and create a precedent for similar requests on undersized lots.

2. Proposed location in the front yard

The Garden Suite is proposed to be located in the **front yard of a corner lot**, whereas the bylaw otherwise requires an accessory dwelling unit to be located in the rear yard.

The front-yard placement could significantly alter the existing streetscape and the character of the surrounding residential area. Corner lots have additional frontage and visibility from the street, making the placement of a second dwelling in the front portion of the property particularly impactful to neighbouring properties and the appearance of the neighbourhood.

3. Additional driveway and traffic concerns

The proposal also involves constructing a **second driveway connection to Ingleside Drive rather than utilizing the existing driveway**.

I have concerns about the additional driveway increasing vehicle movements and creating potential pedestrian and traffic-safety issues. It would also further change the property's frontage and reduce the amount of continuous landscaped area along the street.

4. Neighbourhood character and cumulative impact

While a Garden Suite may be appropriate in principle, I believe the specific combination of variances being requested is important. This application is not simply requesting permission for an accessory dwelling; it requires exceptions relating to **lot size, location, and driveway access**.

Taken together, these variances would substantially depart from the requirements established for this residential area. I am concerned that approval could establish a precedent for future applications seeking similar exceptions, gradually changing the character and density of the neighbourhood beyond what was contemplated by the existing zoning.

For these reasons, I respectfully request that the Planning Board and City Council **refuse the requested Major Variance** for 12 Avonlea Drive.

I ask that this email be included as part of the public record and that my concerns be provided to the Planning Board and Council as part of their consideration of the application.

Thank you for considering my comments.

Sincerely,

Darren Gallant

[redacted]

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
 # 4

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the following Major Variance for the subject property identified as 12 Avonlea Drive (PID# 464016) to allow for the following:

1) **To allow for a reduced minimum lot size of 0.14 hectares (0.34 acres) for a proposed new Garden Suite and also to allow for the Garden Suite to be located within the front yard of the subject property, subject to the following condition:**

That the Garden Suite not be located closer to Avonlea Drive than the front wall of the existing single-detached dwelling facing north towards the street.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6B-1
Lot 2019-5 St. Martha's Court (Parent Parcel PID# 390740 New PID #1176502)

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
Laurel Palmer, RPP, MCIP

Attachments:

A. Site Plan Concept March 2025
B. Site Plan Concept Revised
C. Building Elevations
D. Traffic Memo CBCL
E. Responses to Notification Letter

Report Title:

This is an application for a request for approval of a development concept plan for Lot 2019-5 (Parent Parcel PID #390740 new PID #1176502) on St. Martha's Court. The developer, for the project, Nick Jay - Evolve Group, is requesting approval to construct three 6-storey – sixty-two (62) unit apartment buildings for a total density of one hundred eighty-sixty (186) units.

The application has been submitted by Nick Jay who is also owner of the property.

Report Purpose:

To evaluate a request for a new development concept plan in the Comprehensive Development Area (CDA) Zone.

Staff Recommendation:

The Planning & Heritage Department recommends for Planning Board to recommend to Council for a request to approve the Phase 3 Development Concept Plan for Lot 2019-5 (Parent Parcel PID# 390740 new assigned PID #1176502) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three, apartment buildings with at total density of one hundred eighty-sixty (186) units and to approve the working site drawings as submitted.

And to approve the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw subject to the signing of a Development Agreement.

Report Details:

Request

This is an application for approval of a development concept plan for Lot 2019-5 (Parent PID #390740) on St. Martha's Court. The developer, for the project, Nick Jay - Evolve Group, is requesting approval to construct three 6-storey apartment buildings for a total density of one hundred eighty-sixty (186) units.

This application has been in process since March of 2025.and was originally before the Board on March 4, 2025. At that time, it received approval to proceed to public consultation for two, eighty-two (82) unit, 6 storey apartment buildings for a total density of one hundred sixty-four (164) units on the site. The project recently proceeded to public consultation as a traffic study was required prior to public consultation and the developer amended their application since March of 2025 to 3 apartment buildings with a total density of 186 units. The developer was prepared to provide a traffic study, however, the City was in process of having a traffic study completed for this area of the city. Therefore, traffic counts for this development have been included within the city's study. This application is being processed as an amendment to the original application.

Development Context

The subject property is located on the south side of St Martha's Court adjacent to the Confederation Trail and is located in Phase 3 (future phase) of the Development Concept Plan for St. Martha's Court which was designated in the original concept plan as future development. The subject property is bound to the north and west by the Confederation Trail and additional land zoned CDA owned by St. Dunstan's, to the south by CDA zoned land which is approved for multi-unit development through a concept plan, to the east by CDA zoned land containing multi-unit development and Mount Edward Road further east.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10.4, of the Zoning & Development By-law on September 15, 2026 notice was sent to fourteen (14) property owners located within 100 meters of the subject property advising them of the request for approval of a development concept plan. The letter advised them of the date, time, and location of the public meeting and solicited their comments, both verbal and written on the rezoning application and variances. The letter also stated the deadline to submit written comments on the application.

Public Feedback

One (1) written response was received to the City's notification letter. The letter was from an adjacent property owner and indicated that the north/south connector did not align with the proposed location of the connector on their property. Staff have sent the site maps to Public Works to confirm if the connector is in the correct location.

The Public Meeting was held on September 24, 2026, in Council Chambers. Planning Staff presented the details of the application. Following the presentation, Colin McQuillian one of the developers from FitzGerald and Snow, gave a brief presentation outlining the building design and site details and was available to answer questions about the proposed development. Residents were then given an opportunity to comment on the application and the proposed development concept plan. There were no residents present that commented on the application. Council asked questions about the traffic study that was commissioned by the City and asked about the requirement for a second means of access. Staff

advised that the traffic study will be included as part of the report to Planning Board and that a second means of access/road connector will be constructed on adjacent lands prior to approval of a building permit being issued for this property.

Analysis:

Charlottetown City Council passed the following resolution at the monthly meeting of Council held on Tuesday, November 13, 2018:

That the request to:

1. *Amend Appendix "A" – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for a portion of the property located on Mount Edward Road (PID #390740), be approved;*

2. *Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for a portion of the property located on Mount Edward Road (PID #390740), be approved;*

3. *Amend Appendix "A" – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for the property located on Mount Edward Road (PID #492405), be approved;*

4. *Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for the property located on Mount Edward Road (PID #492405), be approved;*

5. *Consolidate the portion of the property located on Mount Edward Road (PID #390740) with the property located on Mount Edward Road (PID #492405), be approved, subject to the receipt of final pinned survey plans; and*

6. *Amend Appendix "G" – Comprehensive Development Area Lands and Uses of the Zoning & Development By-law from allowing a residential building on the street with the back portion vacant to 143 residential dwelling units on 5.05 acres of the property located on Mount Edward Road (PID #390740), be approved, subject to the approval of the Development Concept Plan, Design Review approval, the submission of a traffic study that supports the proposed and future development and the signing of a Development Agreement.*

The Development Concept Plan, which was approved by Council, on November 18, 2018, illustrated the development of 143 residential dwelling units on four of the five vacant properties proposed to be subdivided. The original resolution of Council only addressed the density for Phase I and II of the development and therefore required Phase 3 to proceed through concept plan approval at a future date.

Lot 2019-1: 7-Unit Townhouse Dwelling (Phase I)
Lot 2019-2: 48-Unit Apartment Dwelling (Phase I)
Lot 2019-3: 48-Unit Apartment Dwelling (Phase II)
Lot 2019-4: 40-Unit Apartment Dwelling (Phase II)

Lot 2019-5: To be determined through an additional Development Concept Plan (Phase III)

This request is for approval of a concept plan for Lot 2019-5 which will outline the density, site layout and building form for the site.

Section 44 of the Zoning and Development Bylaw outlines the process for review and approval of development concept plans in the Comprehensive Development Area Zone.

As per Section 44.2.1 of the Zoning & Development By-law, *Development within a CDA Zone shall be subject to the approval by Council of a Development Concept Plan and any attached schedule and the applicable Development Agreement entered.*

As per Section 48.2.2 of the Zoning & Development By-law, *Appendix B of this by-law comprises a list of approved properties in the CDA Zone and their permitted uses.*

As per Section 44.2.8 of the Zoning & Development By-law, *before Council approves or amends a Development Concept Plan in a CDA Zone, a public meeting shall be called in the same manner, mutatis mutandis, as if an amendment to this by-law were being considered.*

The process as outlined in the Zoning and Development Bylaw for adoption of a Development Concept Plan follows the same process as a rezoning application. Once Ministerial approval is granted for a Development Concept Plan, a Development Agreement is entered into by the property owner. The Development Concept Plan forms part of the Development Agreement which is registered on title. The working site and building plans are required to be approved on the recommendation of Planning Board to confirm they are consistent with the Development Concept Plan.
The total acreage for Lot 2019-5 (the site) is 3.17 acres (138,104 sq ft) with a total proposed density of one hundred eighty-sixty (186) units. The total acreage for Phase 1 and 2 containing the first 4 lots of the concept plan for St Martha's Court was 5.05 acres with a proposed density of one hundred and forty-three (143) units. If a density calculation was applied for the R-4 Zone which is the highest density residential zone in the Bylaw the lot area requirement would be 1,507 sq.ft. per unit. This would allow a density of 81 units. The developer is proposing underground parking therefore a 20% density bonus would allow a total of 97 units in the R-4 Zone. However, it should be noted that the CDA Zone is a more innovative zone and follows the principles that is more inline with form based code. Therefore, there is no specific lot area requirement in the CDA zone. Density is approved through concept plan approval subject to Section 44.2.4 of the Bylaw, as follows:

44.2.4 The Council, before approving a Development Concept Plan, shall consider the following:

a. The maintenance of design standards of the proposed Buildings and their acceptability with respect to land uses and the character and scale of existing and proposed Development in the vicinity;

b. The quality of architectural design of all proposed Buildings, their compatibility with the architectural character of adjacent Development

c. The preservation of existing site features of unique quality and the preservation of the natural beauty of the area;

d. The proposed type of ownership;

e. The proposed population density of the area, the adequacy of Landscaped Areas, Building form, Parking, pedestrian walkways, Streets, Municipal Services; and

f. Any other factors as recommended by Planning Board.

The concept plan has been circulated to City departments for comment:

The Utility Department has indicated that the area has sufficient capacity, however they will require a site servicing plan prior to any construction commencing.

Public Works has indicated:

As discussed, we accept the recommendations and conclusions outlined in this CBCL memo. The main two of which being:

- No upgrades to the existing road network or adjacent intersections are required as a result of the expected travel demand for the development based on the information we have, and
- That the original alignment of the north-south connector street should be implemented as opposed to the alternative alignment that was suggested and reviewed in the study. I.e., a connector street running generally north-south should be established between the existing section of St Martha's Ct, and the future extension of Spencer Dr.

At this time, we consider the developer's requirement to submit a traffic study for the proposed development as being satisfied and have no issues with this proceeding to the next stage of review.

The concept plan has been circulated to the Fire Department and the connector across the Confederation Trail and/or the north-south connector to the future extension of Spencer Drive will be required to connect to satisfy a second means of access prior to building permit approval.

This application was first approved to proceed to public consultation in March of 2025. Because this application has been in process prior to approval of the current 2026 Official Plan the Plan policies from the 1998 Official Plan are still applicable to this application.

Staff have examined the policies of the 1998 Official Plan and there are various sections that supports higher density especially in key re-urbanization areas. The Official Plan also supports mixed forms of housing within existing neighbourhoods to allow for housing choices. Housing choices within neighbourhoods are important as they provide housing variety for people at various stages of their lives. Below are excerpts from sections of the Official Plan that supports multi-unit housing within serviced areas and Key re-urbanization areas.

Section 3. DIRECTING PHYSICAL GROWTH

1. Our objective is to contain urban sprawl by introducing a staging strategy for new development, and to ensure that there is concurrency between proposals for new development and the provision of underground municipal services.

- *Our policy shall be to direct urban growth to land that is a logical extension of an existing urban area, or neighbourhood, and will be serviced by municipal water and*

- *Our policy shall be to place each key re-urbanization area identified in subsection 3.6 in a Comprehensive Development Area zoning designation until such time as a detailed concept plan has been prepared and adopted.*

*Section 3.3.1 Our **objective** is to encourage development in fully serviced areas of the City, to promote settlement and neighbourhood policies as mechanisms for directing the location of new housing, and to encourage new residential development near centres of employment.*

*Section 3.3.1 Our **policy** shall be to provide medium density housing styles to meet future housing needs.*

*Section 3.3.2 - Our **objective** is to enhance the range of housing available to residents who have special social, economic or physical needs*

*Section 3.3.2 - Our **policy** shall be to actively work with our partners to address the housing needs of seniors, to expand the range of affordable housing available to them, and to provide it in neighbourhoods preferred by them.*

3.6 CONCEPT PLANS

Charlottetown Mall – Area

The Charlottetown Mall currently is the largest shopping centre in Prince Edward Island, and along with Canadian Tire, Sobeys and now Wal-Mart, is a significant commercial area. These factors, combined with its direct proximity to the City's major arterial routes, have led to the designation of this major retail area as the City's major suburban centre.

As residential development in the neighbourhoods of Sherwood, West Royalty, and Winsloe continues, there will be a requirement for expanded commercial services and institutional facilities to sustain these communities. As a designated suburban centre, higher density residential development may become established here.

The proposal is located within walking distance to bus routes, the Confederation Trail, shopping and amenities. In planning practice when assessing locations that are appropriate for residential uses it is appropriate to locate residential dwellings in locations close to amenities, transit, park land and schools within walkable neighbourhoods. St Martha's Court is in close proximity to all of these uses.

Staff are of the opinion this proposal has merit and meets the objectives and policies of the 1998 Official Plan. The proposal will provide broader housing options for residents of Charlottetown. Therefore, staff are supporting the request for approval of the concept plan subject to the signing of a Development Agreement.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Notification letters sent on: September 15, 2026
Public meeting held on: September 24, 2026

Conclusion:

From a planning perspective a variety of housing choices is important to allow residents to choose housing that is appropriate to fit their life stages. It is also important to have access to housing within the City in fully serviced, desirable neighbourhoods where residents can access various amenities. In addition, density and housing variety is sustainable, as it allows for better use of services that are already available it decreases urban sprawl which is an outcome of approval of single detached subdivisions.

Planning staff therefore recommend that Planning Board recommend to Council to for a request to approve the Phase 3 Development Concept Plan for Lot 2019-5 (PID# 390740 new assigned PID #1176502) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three, multi-unit apartment buildings with at total density of one hundred sixty-four (186) units subject to the signing of a Development Agreement.

Legislative Authority:

Zoning & Development Bylaw
Official Plan

Strategic Alignment:

Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:

Laurel Palmer, RPP, MCIP



Planner 3 (Senior Planner)

Reviewed By:

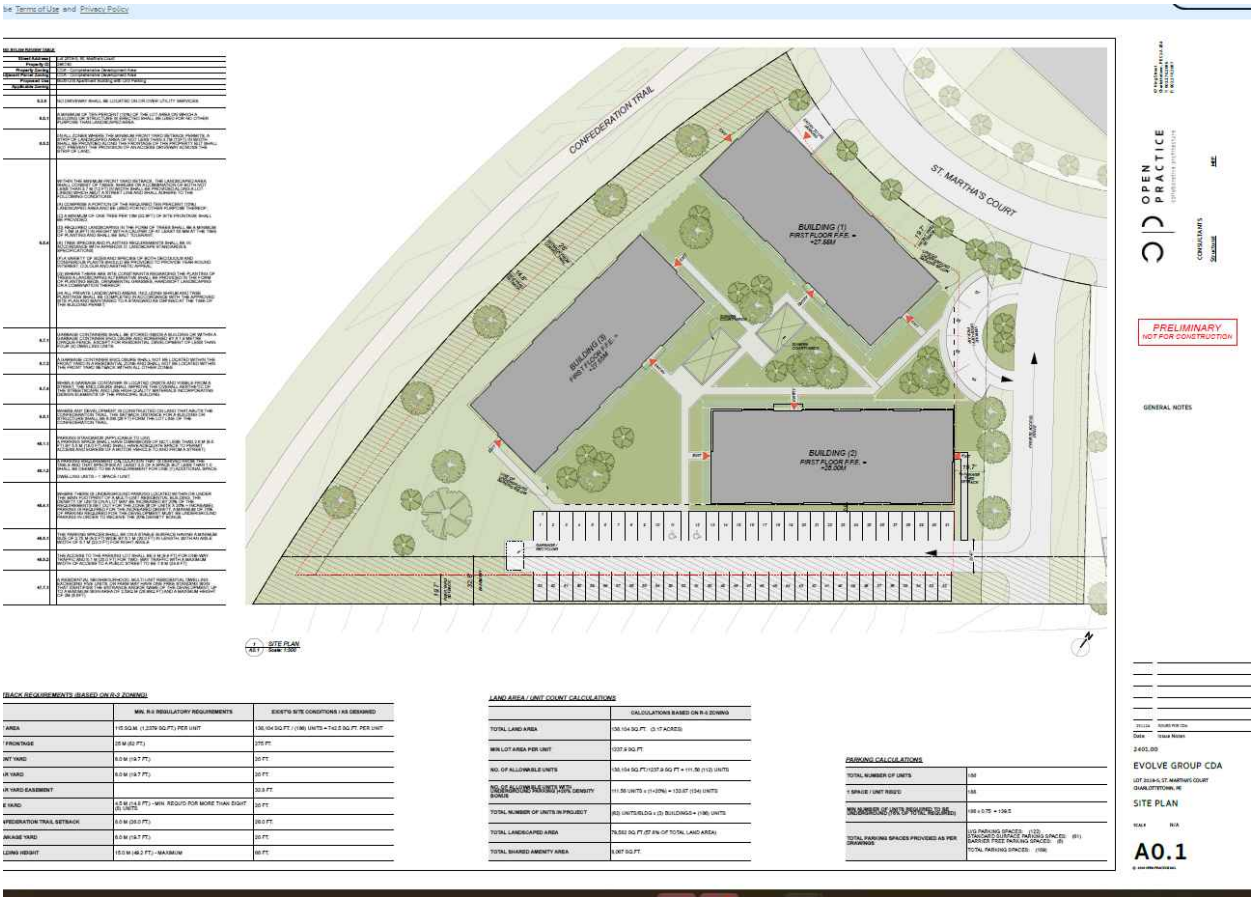
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 10/06/2026	Michael Ruus, RPP, MCIP, 10/06/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Site Concept Plan (March 2025)



Attachment “B” – Revised Site Plan



Attachment “C” – Concept Building Elevations

Attachment “D” – Traffic Memo CBCL

Attachment “E” – Response to notification letter:

2019-5 st Martha's court

Summarize

RP

Ryan Pineau <ryanpineau@gmail.com>

To Palmer, Laurel

Reply Reply All Forward

Thu 9/24/2026 5:36 PM

You forwarded this message on 9/25/2026 3:05 PM.

You don't often get email from ryanpineau@gmail.com. Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

> Good afternoon Laurel;
>
> We received the notice re; Lot 2019-5 St. Martha's Court, which abuts our properties.
>
> We're going to try and make it to the meeting tonight, but a couple of questions beforehand:
>
> -The road shown on the plan submitted does not appear to align with the road that was approved on our plan. This would negatively impact our existing approved plan. How can the city allow this proposal to go forward with that discrepancy?
>
> -The proposed plan seems to show parking spaces right up to the property line, which is an existing city easement. Are there any restrictions on developing these spaces right to our property line, or on the easement or impacts on setbacks for our development? How does this impact drainage and grading coming off our property?
>
> Thanks,
>
> Ryan & Chris

DRAWING LIST			
SHEET NO.	SHEET TITLE	ISSUE DATE	REV. NO.
G0.0	COVER PAGE & NOTES		
A0.1	SITE PLAN & ZONING ANALYSIS		
A1.0	UNDERGROUND PARKING / COMMON AREA FLOOR PLAN		
A2.1	EXTERIOR ELEVATIONS		
A2.2	EXTERIOR ELEVATIONS		
A2.3	EXTERIOR ELEVATIONS		
A2.4	BUILDING SECTION		
A2.5	RENDERINGS		
A2.6	RENDERINGS		

PRELIMINARY BUILDING CODE ANALYSIS

NBC 2020

MAJOR OCCUPANCY. (NBC 3.2.2)		
USE	OCCUPANCY	CONSTRUCTION
APARTMENT UNITS	(3.2.2.51.) GROUP 'C', RESIDENTIAL, UP TO 6-STOREYS, SPRINKLERED	NON-COMBUSTIBLE

GENERAL		
BUILDING AREA	10,647 FT²	
GROSS FLOOR AREA	U/G PARKING	58,000 FT²
	FLOORS 1-6	62,870 FT²
NO. OF STOREYS	(6) STOREYS + UNDERGROUND PARKING	
NO. OF UNITS	(186)	
AUTOMATIC SPRINKLER SYSTEM (3.2.5.12.)	YES	
STANDPIPE REQUIRED (3.2.5.8.)	YES	
MIN. CORRIDOR WIDTH (3.3.1.9.(1))	1,100mm (3'-7 1/4")	
MAX. DEAD-END CORRIDOR LENGTH (3.3.1.9.(5))	6m (19'-8 1/4")	
SUITE SOUND PROTECTION (5.8.1.1.)	MIN. ASTC 47	

FIRE RATING OF ASSEMBLIES			
PARTITIONS		RATING	NBC 2020 REFERENCE
PUBLIC CORRIDOR		45 min.	3.3.1.4.
APARTMENT SUITE DEMISING		1HR	3.3.4.2.(1)
STAIRWELL	U/G PARKING LEVEL	1.5 HR	3.4.4.1.
	FLOORS 1 - 6	1HR	3.4.4.1.
JANITORS ROOM		1HR	3.3.1.22.
MECHANICAL ROOM		1HR	3.6.2.1.
ELECTRICAL ROOM		1HR	3.6.2.1.
AMENITY SPACE / PARKING SEPARATION		1.5 HR	3.3.5.6.
ELEVATOR HOISTWAY	U/G PARKING LEVEL	1.5 HR	TABLE 3.5.3.1.
	FLOORS 1 - 4	1HR	TABLE 3.5.3.1.
FLOORS	FIRST FLOOR SLAB	1.5 HR	3.3.5.6.
	FLOORS 2 - 4	1HR	3.2.2.51.
ROOF		1 HR	3.2.2.51.



KEYPLAN (N.T.S.)



VIEW FROM CONFEDERATION TRAIL

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Date	Issue Notes
251124	ISSUED FOR CDA

2401.00

EVOLVE GROUP CDA

LOT 2019-5, ST. MARTHA'S COURT
CHARLOTTETOWN, PE

COVER PAGE

SCALE N/A

G0.0

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ZONING BYLAW REVIEW TABLE

Street Address	Lot 2019-5, St. Martha's Court
Property ID	390740
Property Zoning	CDA - Comprehensive Development Area
Adjacent Parcel Zoning	CDA - Comprehensive Development Area
Proposed Use	Multi-Unit Apartment Building with U/G Parking
Applicable Zoning	
6.3.6	NO DRIVEWAY SHALL BE LOCATED ON OR OVER UTILITY SERVICES.
6.5.1	A MINIMUM OF TEN PERCENT (10%) OF THE LOT AREA ON WHICH A BUILDING OR STRUCTURE IS ERECTED SHALL BE USED FOR NO OTHER PURPOSE THAN LANDSCAPED AREA.
6.5.3	IIN ALL ZONES WHERE THE MINIMUM FRONT YARD SETBACK PERMITS, A STRIP OF LANDSCAPED AREA OF NOT LESS THAN 3.7M (12FT) IN WIDTH SHALL BE PROVIDED ALONG THE FRONTAGE OF THE PROPERTY BUT SHALL NOT PREVENT THE PROVISION OF AN ACCESS DRIVEWAY ACROSS THE STRIP OF LAND.
6.5.4	WITHIN THE MINIMUM FRONT YARD SETBACK, THE LANDSCAPED AREA SHALL CONSIST OF TREES, SHRUBS OR A COMBINATION OF BOTH NOT LESS THAN 3.7 M (12 FT) IN WIDTH SHALL BE PROVIDED ALONG A LOT LINE(S) WHICH ABUT A STREET LINE AND SHALL ADHERE TO THE FOLLOWING CONDITIONS: (A) COMPRISE A PORTION OF THE REQUIRED TEN PERCENT (10%) LANDSCAPED AREA AND BE USED FOR NO OTHER PURPOSE THEREOF; (C) A MINIMUM OF ONE TREE PER 10M (32.8FT) OF SITE FRONTAGE SHALL BE PROVIDED; (D) REQUIRED LANDSCAPING IN THE FORM OF TREES SHALL BE A MINIMUM OF 1.5M (4.9FT) IN HEIGHT WITH A CALIPER OF AT LEAST 55 MM AT THE TIME OF PLANTING AND SHALL BE SALT TOLERANT; (E) TREE SPECIES AND PLANTING REQUIREMENTS SHALL BE IN ACCORDANCE WITH APPENDIX D: LANDSCAPE STANDARDS & SPECIFICATIONS; (F) A VARIETY OF SIZES AND SPECIES OF BOTH DECIDUOUS AND CONIFEROUS PLANTS SHOULD BE PROVIDED TO PROVIDE YEAR-ROUND INTEREST, COLOUR AND AESTHETIC APPEAL; (G) WHERE THERE ARE SITE CONSTRAINTS REGARDING THE PLANTING OF TREES A LANDSCAPING ALTERNATIVE SHALL BE PROVIDED IN THE FORM OF PLANTING BEDS, ORNAMENTAL GRASSES, HARD/SOFT LANDSCAPING OR A COMBINATION THEREOF; (H) ALL PRIVATE LANDSCAPED AREAS, INCLUDING SHRUB AND TREE PLANTINGS SHALL BE COMPLETED IN ACCORDANCE WITH THE APPROVED SITE PLAN AND MAINTAINED TO A STANDARD AS DEFINED AT THE TIME OF THE BUILDING PERMIT;
6.7.1	GARBAGE CONTAINERS SHALL BE STORED INSIDE A BUILDING OR WITHIN A GARBAGE CONTAINER ENCLOSURE AND SCREENED BY A 1.8 METRE OPAQUE FENCE, EXCEPT FOR RESIDENTIAL DEVELOPMENT OF LESS THAN FOUR (4) DWELLING UNITS.
6.7.2	A GARBAGE CONTAINER ENCLOSURE SHALL NOT BE LOCATED WITHIN THE FRONT YARD IN A RESIDENTIAL ZONE AND SHALL NOT BE LOCATED WITHIN THE FRONT YARD SETBACK WITHIN ALL OTHER ZONES.
6.7.4	WHEN A GARBAGE CONTAINER IS LOCATED ONSITE AND VISIBLE FROM A STREET, THE ENCLOSURE SHALL IMPROVE THE OVERALL AESTHETIC OF THE STREETSCAPE, AND USE HIGH QUALITY MATERIALS INCORPORATING DESIGN ELEMENTS OF THE PRINCIPAL BUILDING.
6.8.1	WHERE ANY DEVELOPMENT IS CONSTRUCTED ON LAND THAT ABUTS THE CONFEDERATION TRAIL, THE SETBACK DISTANCE FOR A BUILDING OR STRUCTURE SHALL BE 8.0M (26 FT) FORM THE LOT LINE OF THE CONFEDERATION TRAIL.
46.1.1	PARKING STANDARDS (APPLICABLE TO U/G) A PARKING SPACE SHALL HAVE DIMENSIONS OF NOT LESS THAN 2.6 M (8.5 FT) BY 5.5 M (18.0 FT) AND SHALL HAVE ADEQUATE SPACE TO PERMIT ACCESS AND EGRESS OF A MOTOR VEHICLE TO AND FROM A STREET)
46.1.3	A PARKING REQUIREMENT CALCULATION THAT IS DERIVED FROM THE TABLE AND THAT SPECIFIES AT LEAST 0.5 OF A SPACE BUT LESS THAN 1.0 SHALL BE DEEMED TO BE A REQUIREMENT FOR ONE (1) ADDITIONAL SPACE. DWELLING UNITS – 1 SPACE / UNIT.
46.4.1	WHERE THERE IS UNDERGROUND PARKING LOCATED WITHIN OR UNDER THE MAIN FOOTPRINT OF A MULTI-UNIT RESIDENTIAL BUILDING, THE DENSITY OF UNITS ON A LOT MAY BE INCREASED BY 20% OF THE REQUIREMENTS SET OUT FOR THE ZONE (# OF UNITS X 20% = INCREASE); PARKING IS REQUIRED FOR THE INCREASED DENSITY A MINIMUM OF 75% OF PARKING REQUIRED FOR THE DEVELOPMENT MUST BE UNDERGROUND PARKING IN ORDER TO RECEIVE THE 20% DENSITY BONUS.
46.5.1	THE PARKING SPACES SHALL BE ON A STABLE SURFACE HAVING A MINIMUM SIZE OF 2.75 M (9.0 FT) WIDE BY 6.1 M (20.0 FT) IN LENGTH, WITH AN AISLE WIDTH OF 6.7 M (22.0 FT) FOR RIGHT ANGLE
46.5.2	THE ACCESS TO THE PARKING LOT SHALL BE 3 M (9.8 FT) FOR ONE-WAY TRAFFIC AND 6.1 M (20.0 FT) FOR TWO- WAY TRAFFIC WITH A MAXIMUM WIDTH OF ACCESS TO A PUBLIC STREET TO BE 7.6 M (24.9 FT)
47.7.1	A RESIDENTIAL NEIGHBOURHOOD, MULTI-UNIT RESIDENTIAL DWELLING EXCEEDING FIVE UNITS, OR FARM MAY HAVE ONE FREE STANDING SIGN THAT IDENTIFIES THE ENTRANCE AND/OR NAME OF THE DEVELOPMENT, UP TO A MAXIMUM SIGN AREA OF 2.5SQ M (26.9SQ FT) AND A MAXIMUM HEIGHT OF 2M (6.6FT)



1 / A0.1 *SITE PLAN*
Scale: 1:300

SETBACK REQUIREMENTS (BASED ON R-3 ZONING)

	MIN. R-3 REGULATORY REQUIREMENTS	EXIST'G SITE CONDITIONS / AS DESIGNED
LOT AREA	115 SQ.M. (1,2379 SQ.FT.) PER UNIT	138,104 SQ.FT. / (186) UNITS = 742.5 SQ.FT. PER UNIT
LOT FRONTAGE	25 M (82 FT.)	275 FT.
FRONT YARD	6.0 M (19.7 FT.)	20 FT.
REAR YARD	6.0 M (19.7 FT.)	20 FT.
REAR YARD EASEMENT		32.8 FT.
SIDE YARD	4.5 M (14.8 FT.) - MIN. REQU'D FOR MORE THAN EIGHT (8) UNITS	20 FT.
CONFEDERATION TRAIL SETBACK	8.0 M (26.0 FT.)	26.0 FT.
FLANKAGE YARD	6.0 M (19.7 FT.)	20 FT.
BUILDING HEIGHT	15.0 M (49.2 FT.) - MAXIMUM	68 FT.

LAND AREA / UNIT COUNT CALCULATIONS

	CALCULATIONS BASED ON R-3 ZONING
TOTAL LAND AREA	138,104 SQ.FT. (3.17 ACRES)
MIN LOT AREA PER UNIT	1237.9 SQ.FT.
NO. OF ALLOWABLE UNITS	138,104 SQ.FT./1237.9 SQ FT = 111.56 (112) UNITS
NO. OF ALLOWABLE UNITS WITH UNDERGROUND PARKING)+20% DENSITY BONUS	111.56 UNITS x (1+20%) = 133.87 (134) UNITS
TOTAL NUMBER OF UNITS IN PROJECT	(62) UNITS/BLDG x (3) BUILDINGS = (186) UNITS
TOTAL LANDSCAPED AREA	79,582 SQ.FT.(57.6% OF TOTAL LAND AREA)
TOTAL SHARED AMENITY AREA	8,067 SQ.FT.

PARKING CALCULATIONS

TOTAL NUMBER OF UNITS	186
1 SPACE / UNIT REQ'D	186
MIN NUMBER OF UNITS REQUIRED TO BE UNDERGROUND (75% OF TOTAL REQUIRED)	186 x 0.75 = 139.5
TOTAL PARKING SPACES PROVIDED AS PER DRAWINGS	U/G PARKING SPACES: (122) STANDARD SURFACE PARKING SPACES: (61) BARRIER FREE PARKING SPACES: (6) TOTAL PARKING SPACES: (189)

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Date	Issue Notes
251124	ISSUED FOR CDA

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LOT 2019-5, ST. MARTHA'S COURT
CHARLOTTETOWN, PE

SITE PLAN

SCALE N/A

A0.1

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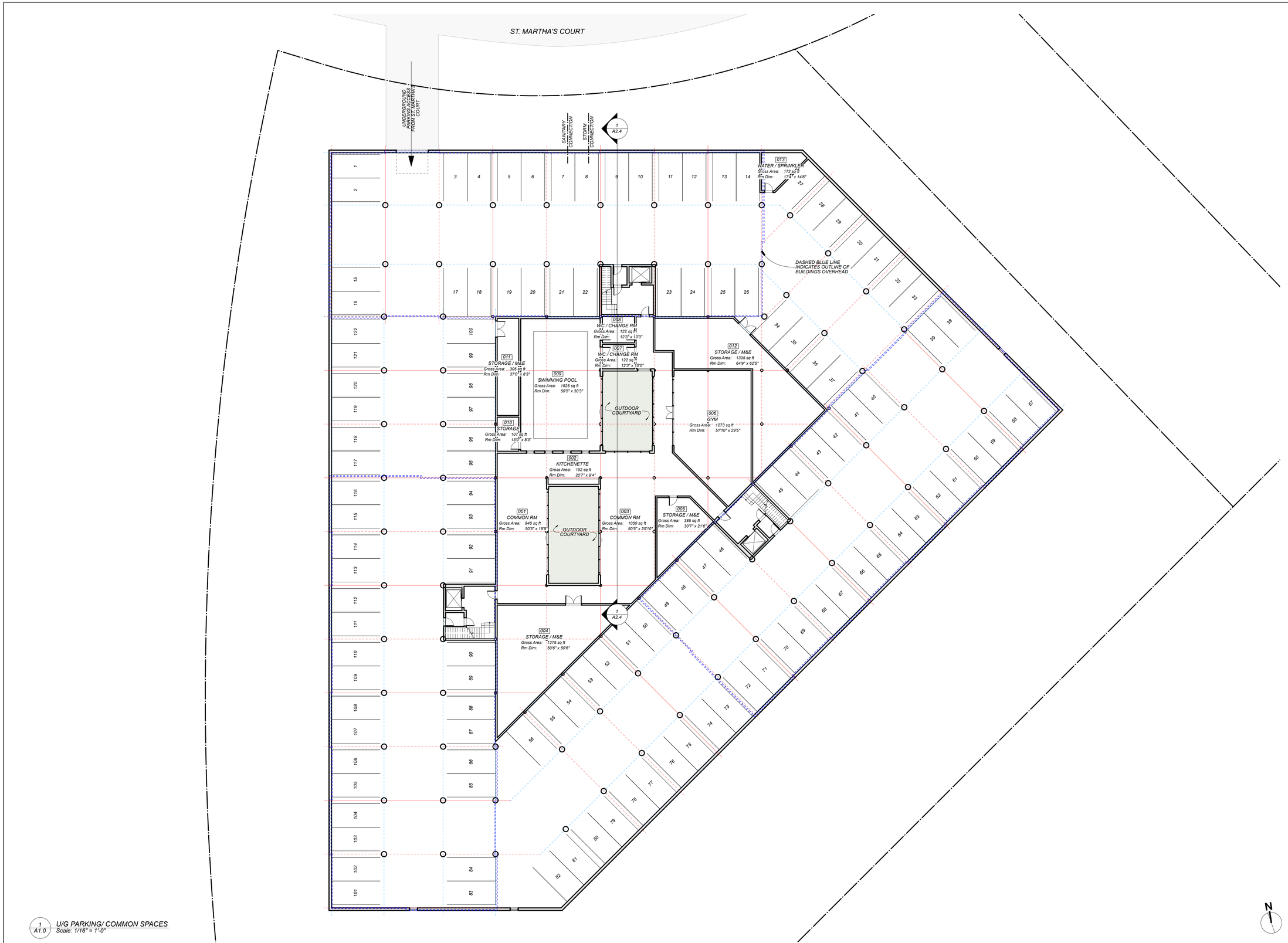

1 / A1.0 U/G PARKING/ COMMON SPACES
Scale: 1/16" = 1'-0"

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CHARLOTTETOWN, PE

UNDERGROUND PARKING / COMMON SPACES

SCALE AS NOTED

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1 / A2.1 NORTH ELEVATION
Scale: 1/8" = 1'-0"

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GENERAL NOTES

MATERIALS

MAT.-'1':	CEMENT BOARD SHINGLES
MAT.-'2':	COMPOSITE PANEL
MAT.-'3':	CEMENT BOARD
MAT.-'4':	MASONRY VENEER

Date	Issue Notes
251124	ISSUED FOR CDA

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EXTERIOR ELEVATIONS

SCALE AS NOTED

A2.1

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2 A2.2 WEST ELEVATION
Scale: 1/8" = 1'-0"



1 A2.2 EAST ELEVATION
Scale: 1/8" = 1'-0"

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GENERAL NOTES

MATERIALS

MAT.-'1':	CEMENT BOARD SHINGLES
MAT.-'2':	COMPOSITE PANEL
MAT.-'3':	CEMENT BOARD
MAT.-'4':	MASONRY VENEER

Date	Issue Notes
251124	ISSUED FOR CDA

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CHARLOTTETOWN, PE

EXTERIOR ELEVATIONS

SCALE AS NOTED

A2.2

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1 / A2.3 SOUTH ELEVATION
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GENERAL NOTES

MATERIALS

MAT.-'1':	CEMENT BOARD SHINGLES
MAT.-'2':	COMPOSITE PANEL
MAT.-'3':	CEMENT BOARD
MAT.-'4':	MASONRY VENEER

Date	Issue Notes
251124	ISSUED FOR CDA

2401.00

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LOT 2019-5, ST. MARTHA'S COURT
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EXTERIOR ELEVATIONS

SCALE AS NOTED

A2.3

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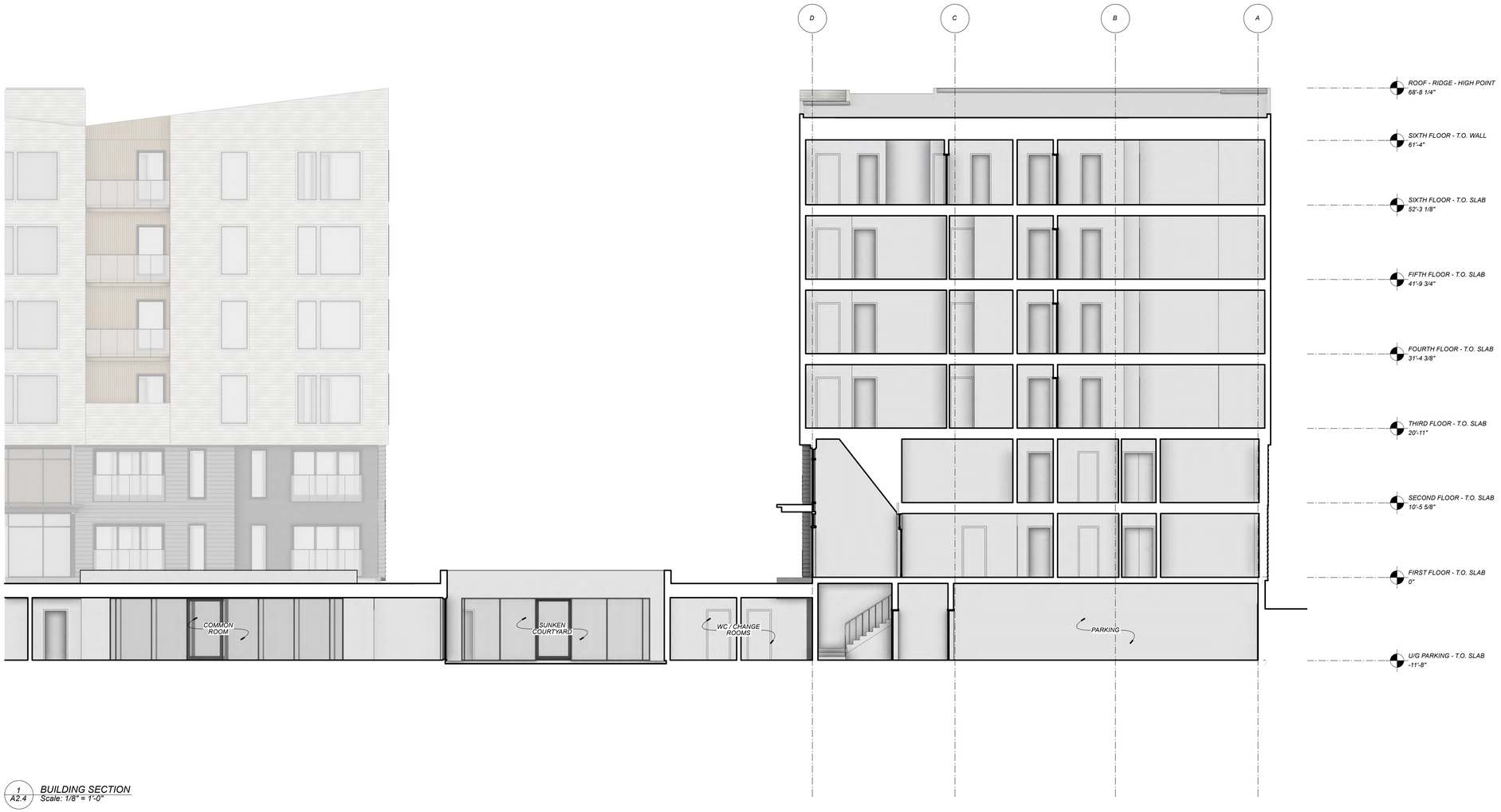

1 / A2.4 BUILDING SECTION
Scale: 1/8" = 1'-0"

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GENERAL NOTES

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BUILDING SECTION

SCALE AS NOTED

A2.4

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GENERAL NOTES

Date	Issue Notes
251124	ISSUED FOR CDA

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LOT 2019-5, ST. MARTHA'S COURT
CHARLOTTETOWN, PE

RENDERINGS

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A2.5

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GENERAL NOTES

Date	Issue Notes
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EVOLVE GROUP CDA

LOT 2019-5, ST. MARTHA'S COURT
CHARLOTTETOWN, PE

RENDERINGS

SCALE N.T.S.

A2.6

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Memo

Project Name:	West Royalty Traffic Analyses Update	Project No.:	252654.00
Date:	June 30, 2026		
Subject:	Review of St. Martha's Court Connection Options		
To:	Riley Taweel, P.Eng. – City of Charlottetown		
From:	Utkarsh Patel, P.Eng.; Mark MacDonald, P.Eng.		
Copies to:	Ylber Gnashi, P.Eng.; Emanuel Nicolescu, MCIP, LPP		

Project Background

CBCL Limited (CBCL) was retained by the City of Charlottetown to update a microsimulation study completed in 2020 in response to renewed development interest in the West Royalty area.

The 2020 model framework in the traffic engineering microsimulation platform, VISSIM, formed the basis of this update. To incorporate revised land-use assumptions, updated development phasing, and planned network improvements provided by the City, the study area was expanded to include additional key intersections. The updated model covers the area bounded by Sherwood Road to the north, North River Road and Beach Grove Road to the south, Mount Edward Road from Oak Drive to Sherwood Road to the east, and the Perimeter Highway including the Upton Road and Maypoint roundabouts to the west.

The roadway geometry, traffic controls, signal timings, and operational characteristics were coded in VISSIM to reflect 2026 conditions and calibrated using recent traffic counts collected between late 2025 and early 2026. Industry-standard calibration methods, including regression analysis and GEH statistics, were applied to achieve consistency between modelled and observed data. The model was further refined using Dynamic User Equilibrium assignment and validated against Google Maps travel time data. Detailed calibration and validation results are documented in the full report and are available upon request, subject to City approval.

The study evaluated operational performance (LOS, v/c ratios, delays, and queues) under the following scenarios:

- 2026 Existing Conditions
- 2031 Build Conditions with planned developments
- 2041 Build Conditions with planned developments

This memo summarizes the evaluation of two potential north-south road connection options in the vicinity of a residential development on St. Martha's Court proposed by Jay Capital. The first option is a direct connection from the Spencer Drive Extension to St. Martha's Court. The second option instead connects Spencer Drive Extension to St. Dunstan Street. **Figure 1** illustrates both options. For the purposes of this memo, these options are referred to as the **St. Martha's Court**

Connection and the **St. Dunstan Street Connection**, respectively. This terminology is used throughout the following sections for consistency and ease of reference.



Figure 1: North-South Connection from Spencer Drive Extension to St. Martha's Court (Top) and Alternate Connection to St. Dunstan Street (Bottom)

Key Performance Indicators

Key performance indicators (KPIs) include vehicle speed, density, volume, queue lengths (average and maximum), and vehicle delay expressed as Level of Service (LOS) as shown in **Table 1**. LOS is the primary measure of intersection performance, based on average motorist delay for each movement. Higher delays increase travel time, fuel use, and driver discomfort. LOS ranges from A

(near free-flow conditions) to F (unacceptable delay exceeding capacity) and reflects overall traffic flow, speed, comfort, and convenience. Signalized intersections have higher delay thresholds than unsignalized ones, as drivers are generally more tolerant of delays at signals. In this study, LOS D was considered the minimum acceptable standard during peak periods. The following key intersections are considered in this memo due to their close proximity to the proposed Jay Capital development.

- Malpeque Road & Perimeter Highway
- Malpeque Road / University Avenue & Capital Drive / Spencer Drive
- Malpeque Road & Saint Dunstan Street
- Mount Edward Road & Perimeter Highway
- Mount Edward Road & St. Martha's Court / Fern Garden Drive
- Mount Edward Road & Spencer Drive Extension
- Spencer Drive & Babineau Avenue

Table 1: Level of Service (LOS) Criteria for Signalized and Unsignalized Intersections

Level Of Service (LOS)	Average Delay per vehicle (Seconds)	
	Signalized	Unsignalized
A	<10	<10
B	>10 and <20	>10 and <15
C	>20 and <35	>15 and <25
D	>35 and <55	>25 and <35
E	>55 and <80	>35 and <50
F	>80	>50

2026 Existing Conditions Analysis

The analysis results for the 2026 Existing Conditions scenario are summarized below:

- The PM peak period recorded the highest overall traffic volumes, with more than 1,500 westbound vehicles per hour on the Perimeter Highway. Traffic patterns varied by time period. The AM peak was mainly influenced by inbound commuter traffic, while the PM peak reflected a stronger influence from inbound commercial traffic in addition to outbound commuter trips. On Saturday, traffic was primarily driven by concentrated shopping-related trips, resulting in different travel patterns across the network.
- Major corridors generally operated at near free-flow speeds (~50 km/h or higher) across all periods, with delays largely confined to intersections and commercial areas.
- Operational performance of the key Intersections:
  - **Malpeque Road & Perimeter Highway:** High delays with LOS E observed during PM and Saturday peak hours for northbound movements.
  - **Mount Edward Road & Perimeter Highway:** No noticeable operational performance disruption.

- **Malpeque Road / University Avenue & Capital Drive / Spencer Drive:** Highest average queueing (≤15 vehicles southbound) noted during AM peak hour and consistently notable southbound delays during AM, PM, and Saturday (LOS E–F).

- Despite peak demands, the network generally performs adequately without widespread congestion or gridlocks, with issues remaining localized and primarily operational in nature.

Future Build Scenarios

The future build scenarios included projected travel demand for 2031 and 2041 with various planned roadway network improvements, including roadway widening, geometric intersection changes, and optimized signal timing to better accommodate future traffic conditions; please refer to the main report for details on these planned improvements. Travel demand was developed based on information on planned residential and commercial developments provided by City, with trips estimated using Institute of Transportation Engineers (ITE) Trip Generation rates and reduced by 10% to account for internal capture and non-motorized modes. These trips were distributed according to observed 2026 travel patterns, while background traffic growth was also applied (5% for 2031 and 10% for 2041 for commercial areas; 3% and 6%, respectively for gateway flows) to account for regional growth outside the study area. Together, these inputs captured the combined effects of new development and background growth to evaluate future network performance.

2031 Build Conditions Analysis

CBCL's study area for this assignment covers a broad network; however, this memo focuses on the key intersections surrounding the Jay Capital development for the AM, PM, and Saturday peak hour analyses as discussed above. The summary of findings for the 2031 Build scenarios is provided below:

St. Martha's Court Connection

- Operational performance of the key Intersections:
  - **Malpeque Road & Perimeter Highway (DLT):** Queue lengths remained consistently low across all periods (generally ≤6 vehicles). Despite this, most left-turn movements operated at LOS E throughout, reflecting delays associated with the two-stage DLT operation and signal coordination rather than capacity or storage limitations.
  - **Mount Edward Road & Perimeter Highway:** Performance deteriorated from AM, PM to Saturday peak hours. The AM peak hour showed moderate queues (6–9 vehicles) with LOS E for westbound left-turns. The PM peak had higher delays (up to ~91 seconds, LOS F) with similar queue lengths, and Saturday exhibited undesirable conditions, with average queues reaching ~25 vehicles and operating at LOS E–F, driven by heavy commercial trips.
  - **Malpeque Road & Saint Dunstan Street:** Average queues remained generally low across all periods; however, northbound left-turn experienced high delays (~60 seconds, LOS E) during the Saturday peak hour.

- **Malpeque Road / University Avenue & Capital Drive / Spencer Drive:** Standing average queues were minimal in AM, increased slightly to ~5 vehicles in PM, and fewer than 7 vehicles on Saturday. Overall, the intersection operated at LOS D or better for all movements across all peak hours, indicating acceptable performance.
- **Spencer Drive & Babineau Avenue:** Exhibited negligible queueing and delays in all peak hours, with LOS C or better, indicating efficient operation under 2031 Build conditions.
- **Spencer Drive Extension & North-South SDU Road Connection:** Performed well with negligible queues and LOS B or better across AM, PM, and Saturday peak hours.
- **Mount Edward Road & Spencer Drive Extension:** Maintained good operational performance across all periods, with negligible queues and delays, demonstrating sufficient capacity.
- **Mount Edward Road & St. Martha's Court / Fern Garden Drive:** No notable queues were observed during any peak hours, and the intersection operated at LOS C or better for all movements, indicating no congestion issues.

St. Dunstan Street Connection

The alternate St. Dunstan Street Connection yielded the following summary:

- Average queue lengths at the above intersections remained identical across the AM, PM, and Saturday peak hours, showing no notable differences compared to the St. Martha's Court Connection scenario.
- The level of service (LOS) at all the intersections surrounding Jay Capital Property remained unchanged and continued to operate at acceptable levels during all analyzed peak hours.

2041 Build Conditions Analysis

For the 2041 build scenario, developments that were expected to be partially completed by 2031 were assumed to be fully built out, and additional background traffic growth was incorporated to reflect long-term regional growth. However, since most known developments are expected to be completed by 2031, the incremental increase in trips for 2041 was relatively modest, resulting in no significant changes in overall roadway network performance compared to the 2031 scenario. The following section outlines the impacts of the 2041 traffic volumes on the key intersections.

St. Martha's Court Connection

- Operational performance of the key Intersections:
  - **Malpeque Road & Perimeter Highway (DLT):** The queue length increases were insignificant compared to the 2031 Build Condition. Also, the LOS remained similar, except for the westbound left-turn which deteriorated from LOS D to E for the PM and Saturday peak hours.
  - **Mount Edward Road & Perimeter Highway:** The only observed change was for the Saturday peak hour, where both the average queue length increased and the LOS deteriorated to E for the westbound movements.

- **Malpeque Road & Saint Dunstan Street:** Marginal increase was observed in some left turn movements, resulting in LOS E, however the average queue lengths remained low and did not indicate any concerning congestion.
- **Malpeque Road / University Avenue & Capital Drive / Spencer Drive:** Average queue lengths remained unchanged, while the LOS for the westbound through movement deteriorated to LOS E during the Saturday peak hour. No notable changes were observed during the AM and PM peak hours.
- **Spencer Drive & Babineau Avenue:** The westbound left turn movement had significant increase in delay and operated at LOS E.
- **Spencer Drive Extension & North-South SDU Road Connection:** No noticeable impacts were observed at this intersection, and operations remained unchanged.
- **Mount Edward Road & Spencer Drive Extension:** Continued to operate without notable delays or congestion.
- **Mount Edward Road & St. Martha's Court / Fern Garden Drive:** This intersection continued to function effectively with no significant changes observed.

St. Dunstan Street Connection

The alternate St. Dunstan Street Connection yielded the following summary:

- No noticeable changes in queueing or delays were observed at the surrounding intersections, as overall LOS remained unchanged compared to the alternate connection from Spencer Drive Extension to Saint Dunstan Street.

Traffic Signal Warrant Analysis

CBCL conducted traffic signal warrant analyses for the intersection of Mount Edward Road & St. Martha's Court / Fern Garden Drive under the 2041 build conditions for both connection options. The analyses indicated that a traffic signal is not warranted for either option at this time. The warrant scores for the two connection options were similar, with the St. Marthas Court option scoring 87 and the alternate (St. Dunstan Street) option scoring 79. The lower score for the alternate option is likely due to lower traffic St. Martha's Court volumes because of the lack of a connection between St. Martha's and Spencer Drive. With less traffic using St. Martha's Court under the St. Dunstan connection option, overall demand is lower, resulting in a lower warrant score. Although the St. Martha's Court connection option produced a higher score, the difference is not significant, and both options are expected to operate acceptably under the forecast conditions. As a result, signal installation is not recommended as part of the 2041 build conditions; however, future monitoring should be considered if the future traffic volumes and/or surrounding land uses don't follow the current projections.

Conclusion and Recommendations

As discussed in the preceding sections, both the St. Martha's Court Connection and the St. Dunstan Street Connection were evaluated under the 2031 and 2041 build conditions based on projected traffic operations, network performance, and traffic signal warrant results. The analysis indicates that both options are expected to operate at acceptable levels and that neither option would warrant traffic signal installation under the 2041 build conditions. Since the operational differences between the two options are limited, the preferred option is primarily identified based on geometry, constructability, implementation considerations, and overall network connectivity.

The St. Martha's Court Connection option is the preferred option compared to the St. Dunstan Street Connection for the following reasons:

- The shorter and more direct connection between Spencer Drive Extension and St. Martha's Court minimizes travel distance and simplifies routing, supporting more efficient local circulation without impacting network performance.
- The direct connection requires less new roadway to be built, resulting in lower construction costs. The alternate St. Dunstan Street connection alignment would be roughly four (4) times longer (380m vs 85m) than the direct north-south connection.
- The longer St. Dunstan Street connection does not provide measurable improvements in traffic operations or intersection performance compared to the shorter St. Martha's Court connection.
- The St. Dunstan Street option would require a new Confederation Trail crossing which would require approval from the Province. Two new adjacent crossings are already being planned (the extensions to both Spencer Drive and St. Martha's Court) and each of these will introduce new potential conflicts between vehicles and trail users. Therefore, another new crossing between the other two would further disrupt trail use and may face strong opposition from pedestrians and cyclists that use the Trail. It may also not receive approval from the Province.
- From a planning and implementation perspective, the preferred option appears to be the most practical and cost-effective solution, subject to detailed design and stakeholder review.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#5

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the Phase 3 Development Concept Plan for Lot 2019-5 (Parent Parcel PID# 390740 new assigned PID #1176502) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units and to approve the working site drawings as submitted; and

To approve the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw subject to the signing of a Development Agreement.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6B-1
151 Kensington Road (PID# 385872)

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
Stephanie MacDonald, Planner 1

Attachments:
A. Air Photo
B. Zoning Map
C. Existing Site Plan
D. Proposed Site Plan

Report Title:
Request to proceed to public consultation for a rezoning request at 151 Kensington Road (PID# 385872).

Report Purpose:
This is a request to proceed to public consultation regarding a request for a rezoning of the subject property from the Low Density Residential Single (R-2S) Zone to Medium Density Residential Townhouse (R-3T) Zone to allow for an increase in density on the parcel.

Staff Recommendation:
The Planning & Heritage Department encourages Planning Board to recommend to Council to proceed to public consultation for the request to amend Appendix "G" – Zoning Map of the *Zoning and Development Bylaw* from Low Density Residential Single (R-2S) Zone to Medium Density Residential Townhouse (R-3T) Zone for the property located at 151 Kensington Road (PID# 385872).

Report Details:
This application for a rezoning was submitted by the property owner, Cooper Campbell, on August 12, 2026. The subject property is located within the Low Density Residential Single (R-2S) Zone. The applicant is requesting to rezone the parcel to Medium Density Residential Townhouse (R-3T) Zone which will allow for a modest increase in density.

Section 15 of the *Zoning and Development Bylaw* outlines the regulations for the R-2S Zone, a zone allocated to small lots permitting a maximum of two dwelling units per parcel. The subject parcel is approximately 0.57 ac (0.23 ha) in size and would accommodate a denser zone. The proposal to rezone from R-2S to R-3T, wouldcontribute to additional housing within the city and would align with the long-term growth goals outlined in Charlottetown's Official Plan (OP).

The subject parcel is surrounded by residential, commercial and recreational uses (Attachment B), with direct access on to Kensington Road, feeding into to two arterial roads (St. Peter's Road and Trans-Canada Highway). The parcel is designated as 'Neighbourhoods' in the OP's Future Land Use Map, a land use that supports properties located along Kensington Road to be rezoned, allowing for small-scale multi-residential (Section 3.2.5 (j)(i)).

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

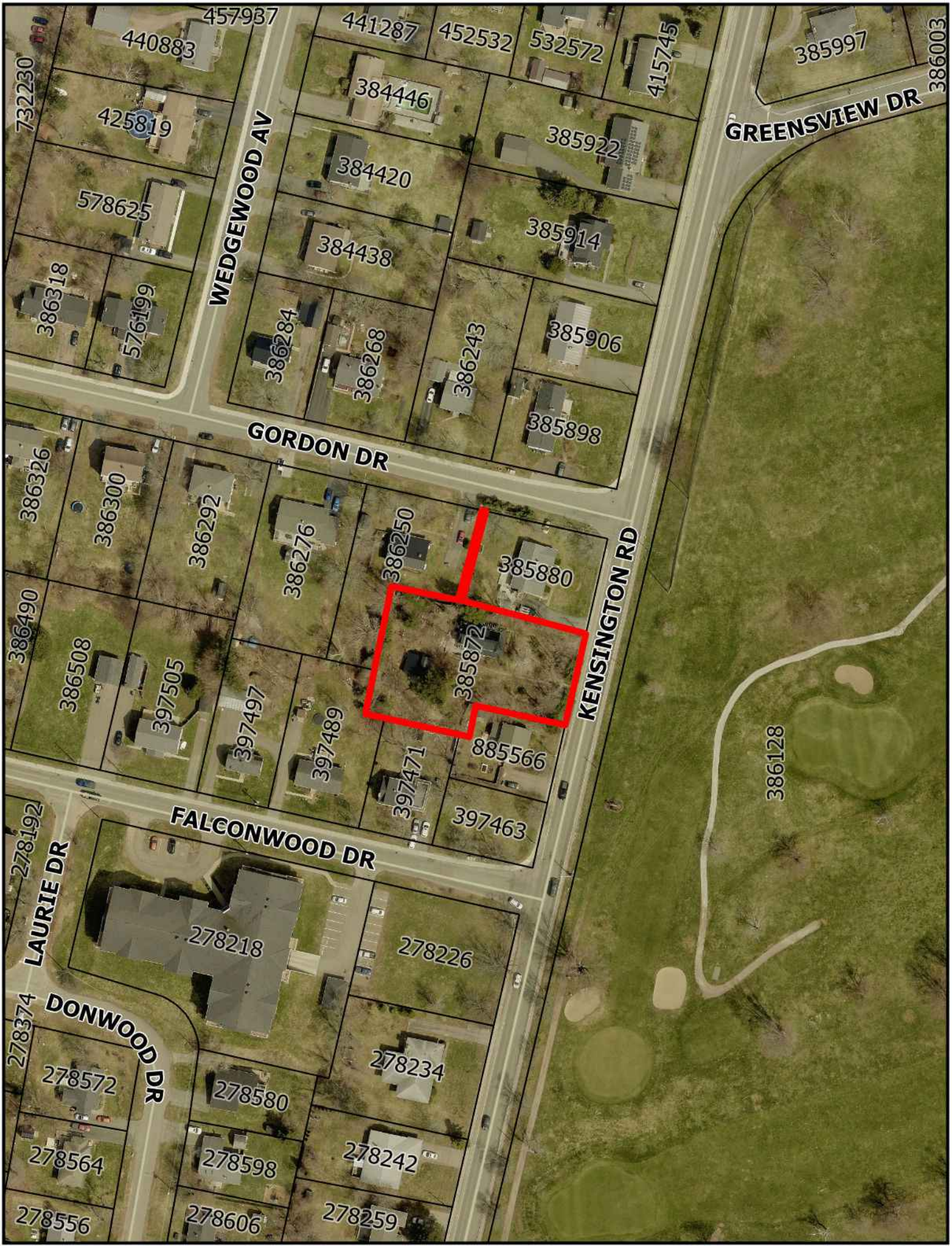
Submitted By Planner:
Stephanie MacDonald,
Planner 1

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 10/02/2026	Michael Ruus, RPP, MCIP, 10/02/2026

Committee Recommendation: (if differing from staff)

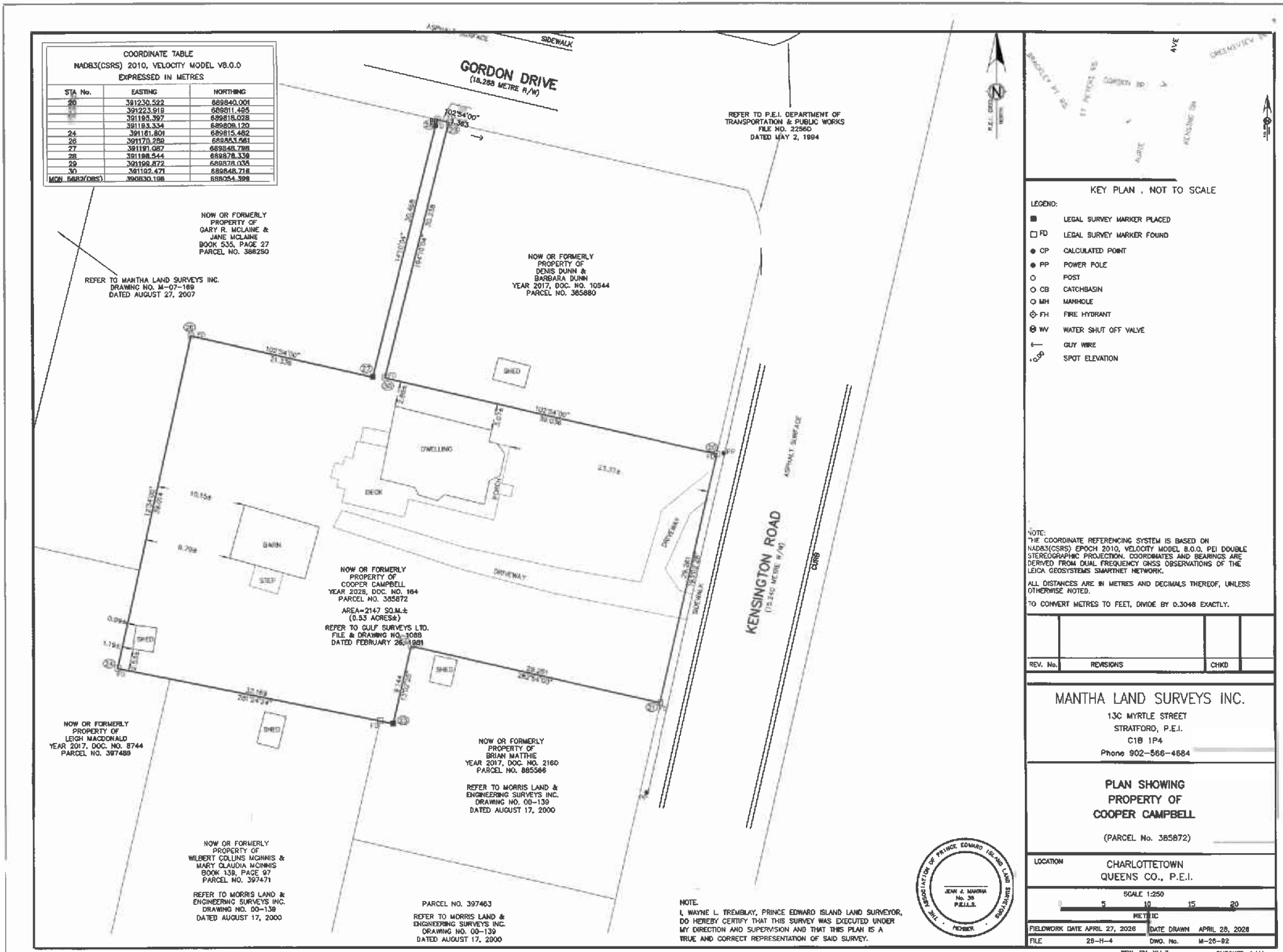
Attachment 'A' - Air Photo



Attachment 'B' - Zoning Map



Attachment 'C' - Existing Site Plan



MANTHA LAND SURVEYS INC.
13C MYRTLE STREET
STRATFORD, P.E.I.
C1B 1P4
Phone 902-566-4684

PLAN SHOWING PROPERTY OF COOPER CAMPBELL

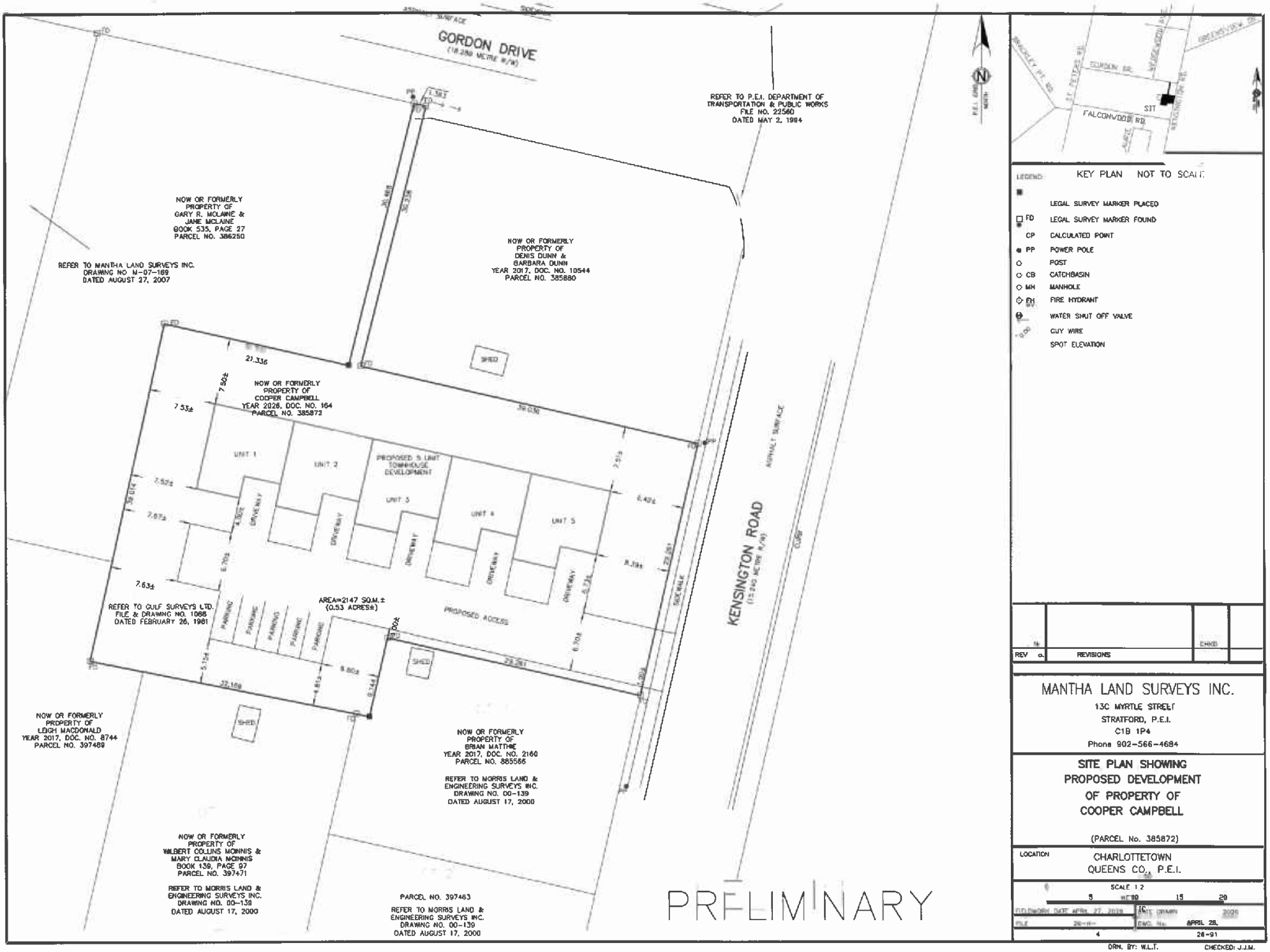
(PARCEL No. 385872)

LOCATION: CHARLOTTETOWN QUEENS CO., P.E.I.

SCALE 1:250
0 5 10 15 20
METRIC

FIELDWORK DATE APRIL 27, 2026 | DATE DRAWN APRIL 28, 2026
FILE 26-H-4 | DWG. No. M-26-92
DRN. BY: W.L.T. | CHECKED: J.J.M.

Attachment 'D' - Proposed Site Plan



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#6

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to proceed to public consultation for the request to amend Appendix "G" – Zoning Map of the *Zoning and Development Bylaw* from Low Density Residential Single (R-2S) Zone to Medium Density Residential Townhouse (R-3T) Zone for the property located at 151 Kensington Road (PID# 385872).

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6B-3
9 Kirkwood Drive (PID# 370932)

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Gundrum, RPP, MCIP

Attachments:
A. Air Photo

Report Title:

Request for public consultation related to rezoning of property identified as 9 Kirkwood Drive (PID# 370932). The application has been made by CVC Realty Inc. who are also the owners of the subject property.

Report Purpose:

Request to rezone subject property from the Low Density Residential (R-2) Zone to the Mixed Use Corridor (MUC) Zone for the purpose of allow for veterinary services and accessory office use on the property in future. Request at this point is to proceed to public consultation.

Staff Recommendation:

The Planning and Heritage Department encourages Planning Board to recommend to Council that the following rezoning request for the subject property identified as 9 Kirkwood Drive (PID# 370932) proceed to public consultation:

1) To rezone the subject property identified as 9 Kirkwood Drive (PID# 370932) from the Low Density Residential Single (R-2) Zone to Mixed Use Corridor (MUC) Zone to allow for veterinary services and accessory office use on the property in future.

Report Details:

Development Context:

The subject property is currently developed with an existing single-detached dwelling in the (R-2) Zone within an established mature neighbourhood and is located approximately 75 metres (246 feet) west of the University Avenue commercial business corridor. The surrounding area is developed with a mix of uses including similar single-detached dwellings along the north side of Kirkwood Drive within adjacent and abutting lots to the subject property. Immediately across the road is located the Charlottetown Police Services station within the Institutional (I) Zone and adjacent and abutting to that is the Kirkwood Mews commercial plaza found within the (MUC) Zone located at 393 University Avenue (see Attachment A).

The lands immediately adjacent to the east of the subject property are within the (MUC) Zone and contain the Charlottetown Veterinary Clinic at 5 Kirkwood Drive which is owned by the same owners as the subject property at 9 Kirkwood Drive (see Attachment A).

LEGISLATIVE REQUIREMENTS:

Notification:

Should the rezoning application be approved to proceed to the public consultation phase, the Planning & Heritage Department will provide public notice of the scheduled Public Meeting in accordance with Section 3.10.4 of the Zoning & Development Bylaw.

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before rezoning any parcel of land, Council shall conduct a Public Meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed rezoning without public notice and without referral to a Public Meeting, but if an application goes to a Public Meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the Public Meeting.

Planning staff are of the opinion that the project has merit with sufficient information provided to date by the applicant to allow for consideration of the proposed rezoning via the Public Meeting process with Council.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation to consider a Zoning Bylaw Amendment (Rezoning) to rezone the subject property identified as 9 Kirkwood Drive (PID# 370932) from the Low Density Residential Single (R-2) Zone to the Mixed Use Corridor (MUC) Zone to allow for veterinary services and accessory office use on the property in future.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning



Reviewed By:

Manager	**Director/CAO**
n/a	Michael Ruus, RPP, MCIP, 10/06/2026

Committee Recommendation: (if differing from staff)

Attachment A: Air Photo



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#7

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to proceed to public consultation for the request to rezone the subject property identified as 9 Kirkwood Drive (PID# 370932) from the Low Density Residential Single (R-2) Zone to Mixed Use Corridor (MUC) Zone to allow for veterinary services and accessory office use on the property in future.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6B-4
Unaddressed Property – Summer Street (PID# 368803)

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Attachments:
A. Air Photo

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Gundrum, RPP, MCIP

Report Title:

Request for public consultation related to rezoning of unaddressed property identified as Summer Street (PID# 368803). The application has been made by Claude Ayoub on behalf of Ayoub Holdings Ltd.

Report Purpose:

Request to rezone subject property from the Parking (P) Zone to the Medium Density Residential (R-3) Zone for the purpose of facilitating future medium density residential development. Request at this point is to proceed to public consultation.

Staff Recommendation:

The Planning and Heritage Department encourages Planning Board to recommend to Council that the following rezoning request for the unaddressed subject property identified as Summer Street (PID# 368803) proceed to public consultation:

1) To rezone the subject property identified as PID# 368803 from the Parking (P) Zone to the Medium Density Residential (R-3) Zone to allow for future medium density residential development on the property in future.

Report Details:

Development Context:

The subject property is currently vacant and is developed as a parking area containing no buildings or structures. It is located within a mature residential neighbourhood containing a mix of low and medium density residential development. Located immediately and abutting to the west is a commercial property within the (MUC) Zone containing a pizzeria (Dino's Pizza) which is under common ownership as the subject property. Subject property is located approximately 45 metres (147 feet) east of the main University Avenue commercial corridor (see Attachment A).

LEGISLATIVE REQUIREMENTS:

Notification:

Should the rezoning application be approved to proceed to the public consultation phase, the Planning & Heritage Department will provide public notice of the scheduled Public Meeting in accordance with Section 3.10.4 of the Zoning & Development Bylaw.

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before rezoning any parcel of land, Council shall conduct a Public Meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed rezoning without public notice and without referral to a Public Meeting, but if an application goes to a Public Meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the Public Meeting.

Planning staff are of the opinion that the project has merit with sufficient information provided to date by the applicant to allow for consideration of the proposed rezoning via the Public Meeting process with Council.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation to consider a Zoning Bylaw Amendment (Rezoning) to rezone the subject property identified as PID# 368803 from the Parking (P) Zone to the Medium Density Residential (R-3) Zone to allow for future medium density residential development on the property in future.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning



Reviewed By:

Manager	**Director/CAO**
n/a	Michael Ruus, RPP, MCIP, 10/06/2026

Committee Recommendation: (if differing from staff)

Attachment A: Air Photo



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#8

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to proceed to public consultation for the request to rezone the subject property identified as PID# 368803 from the Parking (P) Zone to the Medium Density Residential (R-3) Zone to allow for future medium density residential development on the property in future.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6C-1
(307-311 Patterson Drive – PID# 676585)

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Survey Plan

Report Title:

Consolidation of abutting lots identified as 307 and 311 Patterson Drive (PID# 676585). Application has been submitted by Dr. Krishna Thakur on behalf of the Hindu Society of PEI.

Report Purpose:

Request to consolidate two (2) existing abutting lots in the Business Office Commercial (C-1) Zone identified as 307 and 311 Patterson Drive (PID# 676585) for legal and technical purposes related to a recent rezoning and desire to convert the existing 1-storey building on the property to a private community centre. All lots subject to the proposed consolidation are under common ownership.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council to allow for the request consolidate two (2) abutting lots identified as 307 and 311 Patterson Drive (PID# 676585) to form one new parcel being 1,206 square metres in area subject to a final pinned survey plan.

Report Details:

Development Context:

The subject property is an interior commercial lot that is developed with an existing 1-storey neighbourhood commercial building (convenience store) being 172 square metres (1,851 square feet) in size. The property was subject to a recent rezoning to the (C-1) Zone that was approved by City Council on July 14, 2026 to harmonize zoning across the two parcels now subject to the proposed lot consolidation.

The property is bounded to the east by residential property also in the (R-2) Zone containing an existing single-detached dwelling (303 Patterson Drive) and to the north by residential property in the (R-3) Zone containing a set of sixteen (16) townhouses arranged in 3 separate physical blocks (3 to 35 Westridge Crescent). Bounding also to the north are City-owned lands containing a City community park in the Open Space (OS) Zone and to the south the property fronts onto Patterson Drive (see Attachments A & B).

LEGISLATIVE REQUIREMENTS:

As per Section 48.3.4.a) of the Zoning & Development By-law, only lot consolidations where properties are found within either the R-1 or R-2 zones can be directly approved by the Development Officer. All other forms of lot consolidation by default therefore require consideration by and recommendation to Planning Board and Council. In the case of lands zoned as R-3 and R-4, a written notice is required to be sent to all property owners located within 100 metres (328 feet) of the subject properties. In this case, a written notification letter was not required as the subject properties are within the (C-1) Zone.

Analysis:

This is an application to consolidate two (2) abutting almost equally sized lots identified as 307 and 311 Patterson Drive (PID# 676585) to form one new parcel subject to a final pinned survey plan. Both properties in question are within the Business Office Commercial (C-1) Zone and are developed with portions of a single-storey building (172 square metres) in size which historically functioned as a neighbourhood convenience store. The total combined size of the consolidated lots would be approximately 1,206 square metres where the combined lot would have approximately 36.57 metres (120 feet) of frontage along the north side of Patterson Drive (see Attachment C).

The owners of the subject properties have made request for the lot consolidation in order to eliminate an internal lot line which would pose future setback issues for future land uses. An intent of the current owners is to convert the existing single-storey building on the property to serve as a private community centre.

The Official Plan has various policies which promote the expansion of affordable or attainable housing supply throughout the City. Among these policies, Section 3.3 (Housing Needs and Variety) of the Official Plan states that one of the fundamental aims of good community management is to ensure that there is an adequate supply and variety of affordable housing for all sectors of the population.

Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
▪ The proposed lot consolidation has potential to enable creation of a new neighbourhood community use within a mature neighbourhood.	Any future development will require a Building & Development Permit.	The proposal requires approval from Council in order to move forward.

CONCLUSION:

This is a well-established neighbourhood in a mature area of the city where the subject property has otherwise served as a neighbourhood-oriented commercial property (convenience store) for many years. As noted, the proposed lot consolidation and elimination of an existing internal lot line on the site will unlock further development potential to promote a new community use in this area as proposed.

Given that the proposed lot consolidation is being put forth in order to eliminate an internal lot line that would otherwise invoke unnecessary yard setback issues for what is otherwise a common site, the application can therefore be deemed as legal or technical in nature to achieve these stated aims.

It is the opinion of Planning staff that this proposal has merit and meets the intent and purpose of the Zoning that now applies to the site. Therefore, staff are recommending that Planning Board recommend to Council to approve the proposed lot consolidation for the properties identified as 307-311 Patterson Drive (PID# 676585).

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

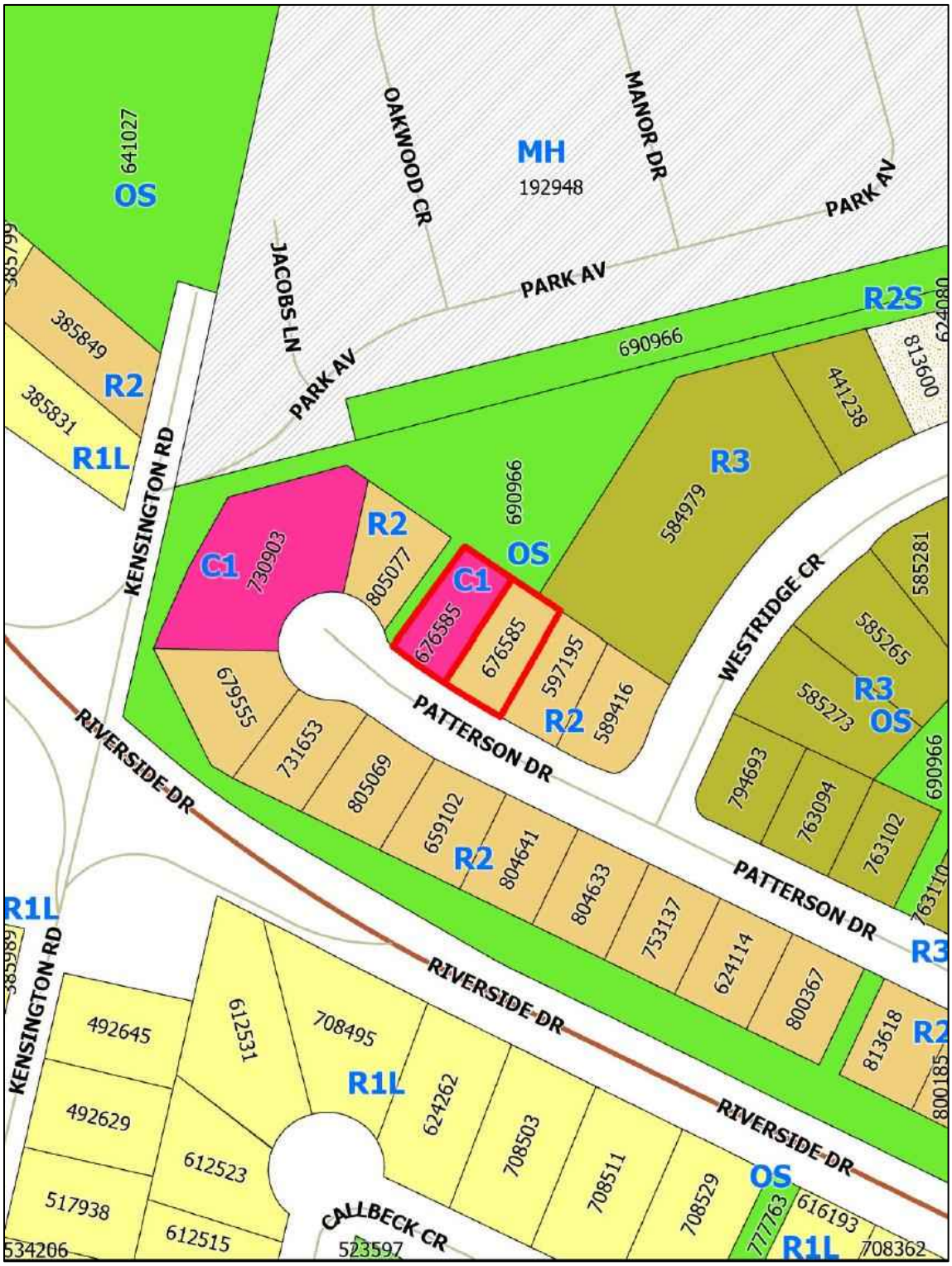


Reviewed By:	
Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 10/02/2026
Committee Recommendation: (if differing from staff)	

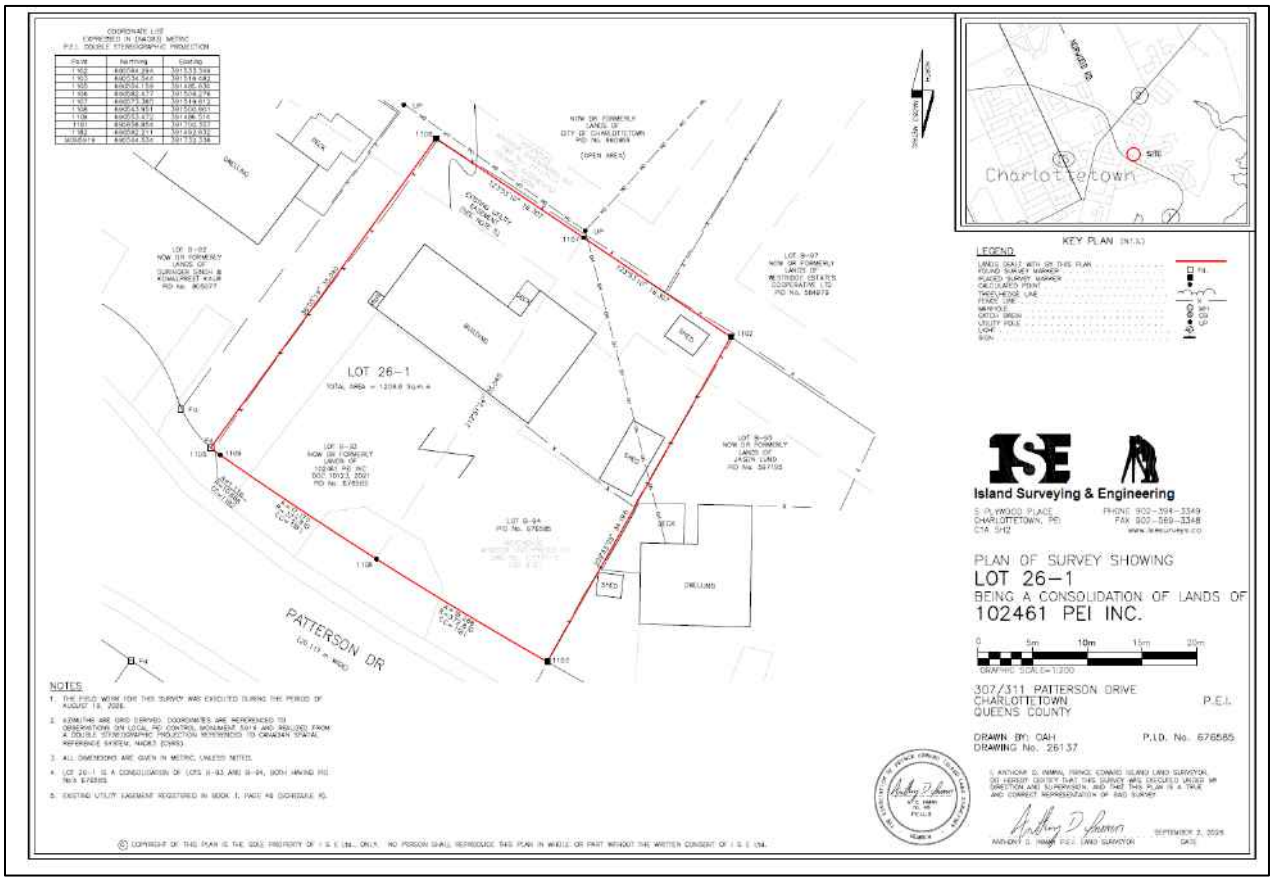
Attachment “A” – Air Photo:



Attachment "B" – Zoning Map:



Attachment “C” – Survey Plan:



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#9

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to consolidate two (2) abutting lots identified as 307 and 311 Patterson Drive (PID# 676585) to form one new parcel being 1,206 square metres in area, subject to a final pinned survey plan.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6C-2
(375 University Avenue – PID# 368589)

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Survey Plan

Report Title:

Consolidation of five (5) consecutively abutting lots identified as 375 University Avenue (PID# 638589). Application has been submitted by Fitzgerald & Snow on behalf of owner Ryan Ladner.

Report Purpose:

Request to consolidate five (5) existing abutting lots in the Mixed Use Corridor (MUC) Zone identified as 375 University Avenue (PID# 368589) for legal and technical purposes related to a proposed future building expansion. All lots subject to the proposed consolidation are under common ownership.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council to allow for the request consolidate five (5) consecutive abutting lots identified as 375 University Avenue (PID# 368589) to form one new parcel being 0.55 hectares (1.36 acres) in area subject to a final pinned survey plan.

Report Details:

Development Context:

The subject property consists of four (4) interior and one (1) corner commercial lot that are collectively developed with an existing 1-storey commercial plaza measuring 850 square metres (9,149 square feet) located on the west side of the site and an existing 2-storey commercial building measuring 905 square metres (9,741 square feet) located on the east side of the site. The main surface parking area is located in between the intervening buildings (see Attachment A).

The property is bounded to the east by University Avenue being a major arterial road, is bounded to the south by Eden Street which is a local road, is bounded to the west by an existing commercial car wash also in the (MUC) Zone and is bounded to the north by vacant, undeveloped commercial property also in the (MUC) Zone (see Attachment A).

LEGISLATIVE REQUIREMENTS:

As per Section 48.3.4.a) of the Zoning & Development By-law, only lot consolidations where properties are found within either the R-1 or R-2 zones can be directly approved by the Development Officer. All other forms of lot consolidation by default therefore require consideration by and recommendation to Planning Board and Council. In the case of lands zoned as R-3 and R-4, a written notice is required to be sent to all property owners located within 100 metres (328 feet) of the subject properties. In this case, a written notification letter was not required as the subject properties are within the (MUC) Zone.

Analysis:

This is an application to consolidate five (5) consecutively abutting lots in the (MUC) Zone identified as 375 University Avenue (PID# 368589) to form one new parcel subject to a final pinned survey plan.

The owners of the subject properties have made request for the lot consolidation in order to eliminate internal lot lines across the site that would pose future setback issues for future land uses. An intent of the current owners is to build a physical addition to the existing 2-storey commercial building (Source for Sports) on the subject property

The Official Plan has various policies which promote the expansion and growth of established commercial businesses throughout the City. It is noted that a portion of the proposed combined site where the future building addition is intended to proceed is within the Corridor designation of the Official Plan intent of which in part is to promote medium and larger-scale commercial destinations to support day-to-day life for Charlottetown residents.

Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
▪ The proposed lot consolidation has potential to enable enhancement and growth of existing established businesses within Charlottetown that have directly served the public for a number of years.	Any future development will require a Building & Development Permit.	The proposal requires approval from Council in order to move forward.

CONCLUSION:

This is a well-established commercial corridor of the city where the subject property has otherwise served as a multi-use commercial property for many years housing a variety of businesses. As noted, the proposed lot consolidation and elimination of existing internal lot lines on the site will unlock further development potential to promote expansion and growth of existing business uses and optimize the combined site in the long-term.

Given that the proposed lot consolidation is being put forth in order to eliminate an internal lot line that would otherwise invoke unnecessary yard setback issues for what is otherwise a common site, the application can therefore be deemed as legal or technical in nature to achieve these stated aims.

It is the opinion of Planning staff that this proposal has merit and meets the intent and purpose of the Zoning that now applies to the site. Therefore, staff are recommending that Planning Board recommend to Council to approve the proposed lot consolidation for the five (5) parcels collectively identified as 375 University Avenue (PID# 676585).

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

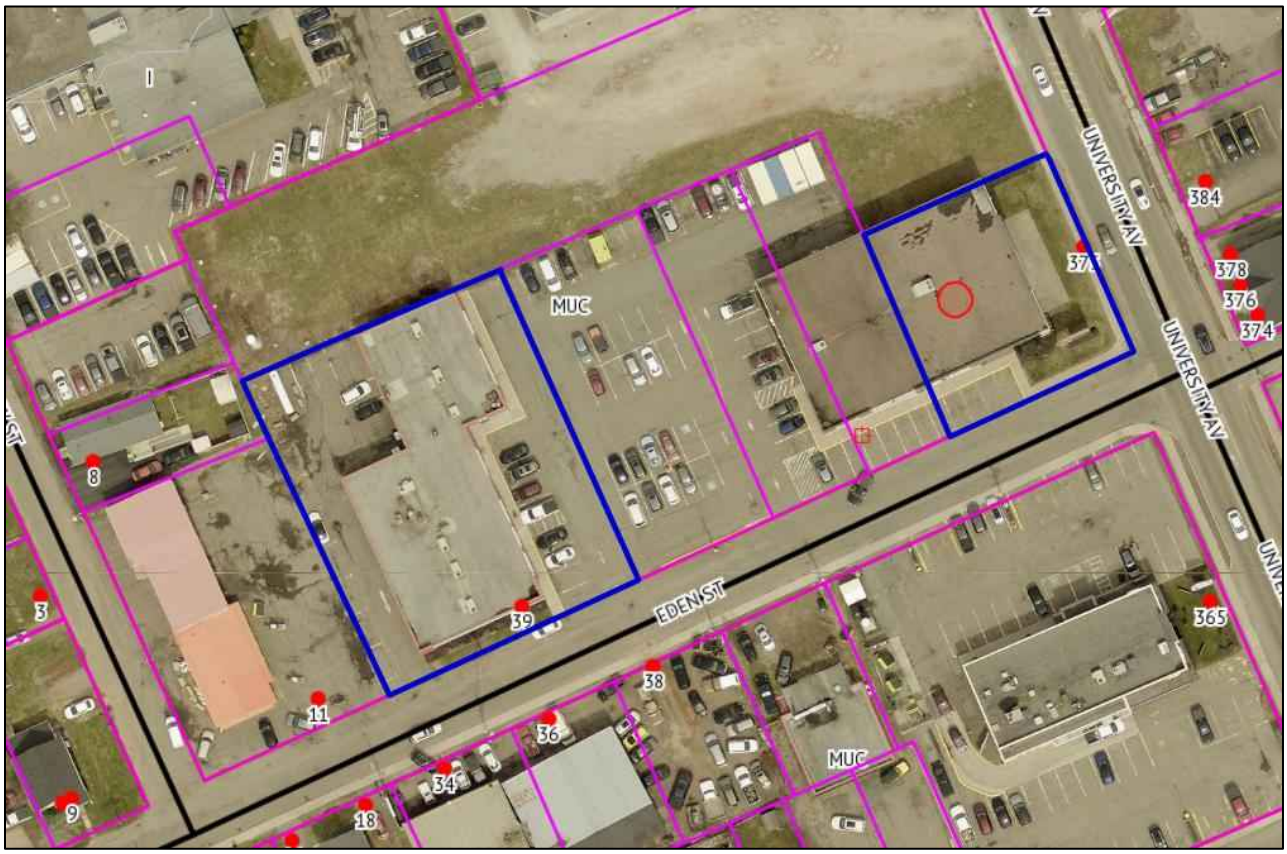


Reviewed By:

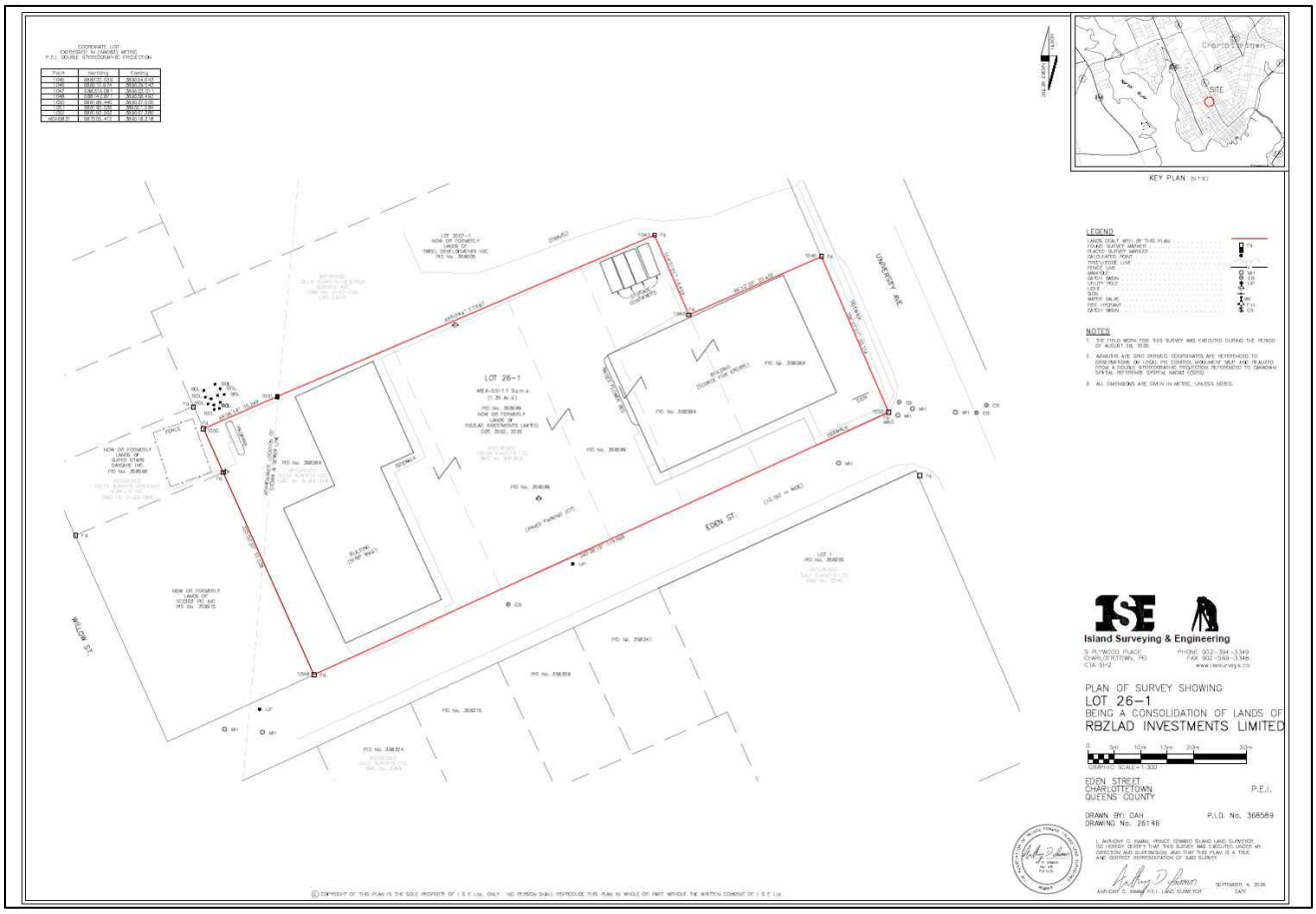
Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 10/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment "B" – Survey Plan:



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#10

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to consolidate five (5) consecutive abutting lots identified as 375 University Avenue (PID# 368589) to form one new parcel being 0.55 hectares (1.36 acres) in area, subject to a final pinned survey plan.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6C-3
(8 Newland Crescent – PID# 370528)

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Survey Plan

Report Title:

Consolidation of an approximate 0.05 hectare (0.13 acre) portion of property belonging to property identified as 30 Dunkirk Street (PID# 370833) within the Institutional (I) Zone with an abutting residential property identified as 8 Newland Crescent (PID# 370528) being within the Low Density Residential (R-2) Zone. The application has been submitted by Mr. Jim Daw who is also one of the property owners.

Report Purpose:

Request to consolidate an approximate 0.05 hectare (0.13 acre) portion of property belonging to property identified as 30 Dunkirk Street (PID# 370833) within the Institutional (I) Zone with an abutting residential property identified as 8 Newland Crescent (PID# 370528) within the Low Density Residential (R-2) Zone for legal and technical purposes related to a proposed future building addition for an existing single-detached dwelling located at 8 Newland Crescent.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council to allow for the request to sever a 0.05 hectare (0.13 acre) portion of property belonging to 30 Dunkirk Street (PID# 370833) within the Institutional (I) Zone and consolidate it with abutting property identified as 8 Newland Crescent (PID# 370528) within the Low Density Residential (R-2) Zone to form a new parcel having a lot area of approximately 0.16 hectares (0.40 acres), subject to a final pinned survey plan.

Report Details:

Development Context:

The subject property consists of an interior residential lot that is developed with an existing 2-storey single-detached dwelling having a gross footprint of approximately 125 square metres (1,345 square feet).

The property is bounded to the north, east and south by residential properties also within the (R-2) Zone also containing single-detached dwellings and is bounded to the west by lands in the Institutional (I) Zone being the site of Spring Park Elementary School from which lands are proposed to be severed from and added to the subject property as the proposed lot consolidation (see Attachment A).

LEGISLATIVE REQUIREMENTS:

As per Section 48.3.4.a) of the Zoning & Development By-law, only lot consolidations where properties are found within either the R-1 or R-2 zones can be directly approved by the Development Officer. All other forms of lot consolidation by default therefore require consideration by and recommendation to Planning Board and Council. In the case of lands zoned as R-3 and R-4, a written notice is required to be sent to all property owners located within 100 metres (328 feet) of the subject properties. In this case, a written notification letter was not required as the subject properties are within the (I) Zone and the (R-2) Zone.

Analysis:

This is an application to sever approximately 0.05 hectares (0.13 acres) of property belonging to property identified as 30 Dunkirk Street (PID# 370833) within the Institutional (I) Zone and have that land added to the subject property located at 8 Newland Crescent (PID# 370528) within the Low Density Residential (R-2) Zone to facilitate a proposed future building addition for the existing single-detached dwelling located at 8 Newland Crescent, subject to a final pinned survey plan.

The owners of the subject property have made request for the lot consolidation in order to extend the rear yard across the site further to that west that would otherwise pose a setback issue for the proposed future house addition. An intent of the current owners is to build a rear physical addition to the existing 2-storey single-detached dwelling on the subject property that would project into the rear yard.

The Official Plan has various policies which promote the expansion and growth of established residential uses throughout the City. It is noted that the subject property is within the Neighbourhoods designation of the Official Plan, an objective of which is to embrace the predominately low-density residential character of these areas.

Given that the proposed lot consolidation would allow for the future enhancement and expansion of an existing single-detached dwelling without impact to neighbouring or abutting properties, it therefore would make the proposal consistent with the intent and purpose of the noted Official Plan objective for low-density neighbourhoods.

Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
▪ The proposed lot consolidation will allow for enhancement and expansion of an existing single-detached dwelling without impact to neighbouring or abutting properties.	Any future development will require a Building & Development Permit.	The proposal requires approval from Council in order to move forward.

CONCLUSION:

The subject property is found within a mature low-density residential neighbourhood and has been developed with the existing single-detached dwelling for many years. As noted, the proposed lot consolidation and expansion of the rear yard area on the site will unlock further development potential to promote expansion and enhancement of the existing single-detached dwelling on this property.

Given that the proposed lot consolidation is being put forth in order to move an internal lot line further west that would otherwise invoke rear yard setback issues for the proposed future physical site development (i.e. house addition), the application can therefore be deemed as legal or technical in nature to achieve these stated aims to allow for development that would be in general conformity with the intent and purpose of the (R-2) Zone.

It is the opinion of Planning staff that this proposal has merit and meets the intent and purpose of the Zoning and the Official Plan that applies to the site. Therefore, staff are recommending that Planning Board recommend to Council to approve the proposed lot consolidation for the property identified as 8 Newland Crescent (PID# 370528).

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

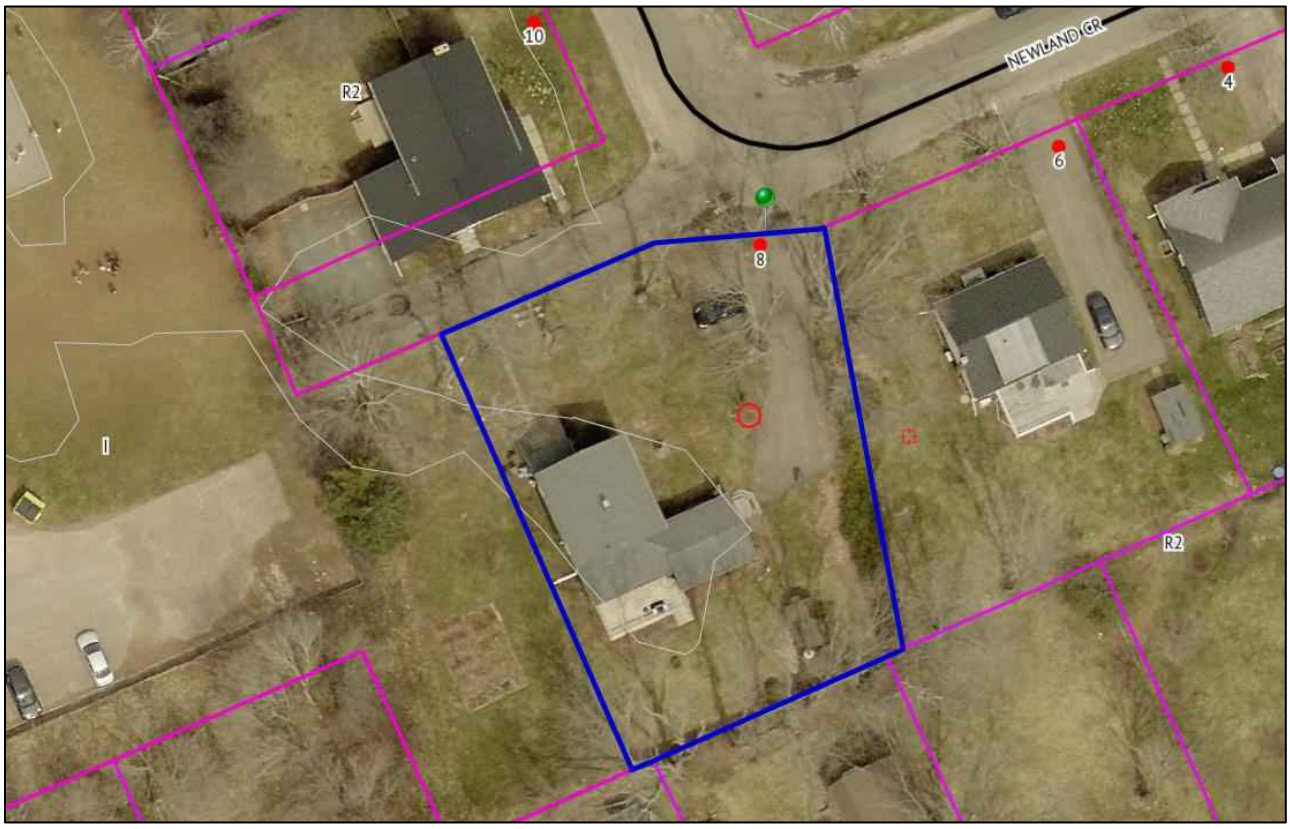


Reviewed By:

Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 10/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment “B” – Survey Plan:



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#11

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to sever a 0.05 hectare (0.13 acre) portion of property belonging to 30 Dunkirk Street (PID# 370833) within the Institutional (I) Zone and consolidate it with abutting property identified as 8 Newland Crescent (PID# 370528) within the Low Density Residential (R-2) Zone to form a new parcel having a lot area of approximately 0.16 hectares (0.40 acres), subject to a final pinned survey plan.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-OCTOBER-6C-4
(Carraigbrook Avenue and Clonhaven Street – PID#s 1194620, 1194612, 1194638)

Date:
October 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photos (Lots 153A, 154A, 155A)
B. Zoning Maps (Lots 153A, 154A, 155A)
C. Survey Plan
D. Circulation Letter (September 18, 2026)
E. Comments Received

Report Title:

Consolidation of four (4) separate parcels of land with existing lots having frontage onto Clonhaven Street and Carraigbrook Avenue. Application has been submitted by Ashish Goel on behalf of owner 103580 PEI Inc.

Report Purpose:

Request to sever and consolidate two (2) new parcels of land with lands identified as Lot 154A and request to sever and consolidate two (2) new parcels of land with lands identified as Lot 155A for legal and technical purposes related to the future development of Lot 153A, Lot 154A and Lot 155A with apartment dwellings. All lots subject to the proposed consolidation are under common ownership and all are within the Apartment Residential (R-4) Zone.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council to allow for the request to sever and consolidate Parcel A (307.2 square metres) and Parcel D (340.9 square metres) with property identified as Lot 154A and to also sever and consolidate Parcel B (299.1 square metres) and Parcel D (0.2 hectares) with property identified as Lot 155A, subject to a final pinned survey plan.

Report Details:

Development Context:

The subject properties are identified as Lot 153A, being a corner lot in the (R-4) Zone, Lot 154A also a corner lot in the (R-4) Zone and Lot 155A being an interior lot in the (R-4) Zone. Lot 153A has a current lot area of 0.67 hectares (1.66 acres) with frontage along Malpeque Road to the east and Clonhaven Street to the north. Lot 154A has a current lot area of 0.7 hectares (1.67 acres) with lot frontage to the north along Clonhaven Street and to the west along Carraigbrook Avenue. Lot 155A has a current lot area of 0.9 hectares (2.24 acres) with lot frontage to the west along Carraigbrook Avenue (see Attachment A).

The proposal at this time is to sever and create four (4) separate parcels of land identified as Parcels A, B, C and D whereby Parcels A and D will be appended to Lot 154A for the purpose of expanding that lot through lot consolidation. Similarly, Parcels B and C will be appended to Lot 155A for the purpose as well of expanding that lot through lot consolidation.

All three (3) lots (Lot 153A, Lot 154A and Lot 155A) are either currently vacant or under active development for new apartment development. All lots are within the (R-4) Zone.

All three (3) lots were subject to applications for Major Variance that were previously approved by City Council on May 12, 2026 to allow for an increased density of up to 64 apartment units on each of the three lots. The proposed lot consolidations are intended to be executed for legal and technical purposes and would not affect the proposed densities as envisioned and approved through the existing Major Variance applications. The reconfiguration of existing lot boundaries through the proposed lot consolidations are intended to be executed as it concerns future presence of proposed drainage easements (see Attachment C).

LEGISLATIVE REQUIREMENTS:

As per Section 48.3.4.a) of the Zoning & Development By-law, only lot consolidations where properties are found within either the R-1 or R-2 zones can be directly approved by the Development Officer. All other forms of lot consolidation by default therefore require consideration by and recommendation to Planning Board and Council. In the case of lands zoned as R-3 and R-4, a written notice is required to be sent to all property owners located within 100 metres (328 feet) of the subject properties. In this case, a written notification letter was sent to thirty-three (33) property owners on Friday, September 18, 2026 to solicit comments and feedback. No comments or feedback were received in response to the letter.

Analysis:

This is an application to sever and consolidate parcels of land identified as Parcel A (307.2 square metres) and Parcel D (340.9 square metres) with neighbouring Lot 154A (lot area of 0.7 hectares or 1.67 acres) for legal and technical reasons related to future presence of drainage easements and associated private stormwater infrastructure. Similarly, it is proposed to sever and consolidate parcels of land identified as Parcel B (299.1 square metres) and Parcel C (0.2 hectares or 0.4 acres) with neighbouring Lot 155A (lot area of 0.9 hectares or 2.24 acres) also for same legal and technical reasons.

Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
▪ The proposed lot consolidations will contribute to enabling creation of higher density residential apartment uses in future.	Any future development will require a Building & Development Permit.	The proposal requires approval from Council in order to move forward.

CONCLUSION:

This is a newly developing area of the city where the subject properties have recently been established to allow for higher density apartment development under the regulations and provisions of the (R-4) Zone in the near future. As noted, the proposed lot consolidations and reconfiguration of existing internal lot lines among the sites will ensure an orderly form of development still consistent with the intent of the Major Variances that were passed for these properties by Council in May 2026.

Given that the proposed lot consolidations are being put forth in order to reconfigure internal lot lines that would otherwise invoke unnecessary legal and technical issues in future as it regards proposed easements and on-site private drainage infrastructure, the application can therefore be deemed as legal or technical in nature to achieve these stated aims.

It is the opinion of Planning staff that the overall proposal has merit and meets the intent and purpose of the Zoning that now applies to the site. Therefore, staff are recommending that Planning Board recommend to Council to approve the proposed lot subdivisions and lot consolidations for the properties identified as Lot 153A, Lot 154A and Lot 155A (PID#s 1194620, 1194612, 1194638).

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning



Reviewed By:

Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 10/06/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photos (Lot 153A, Lot 154A, Lot 155A):

Lot 153A



Lot 154A

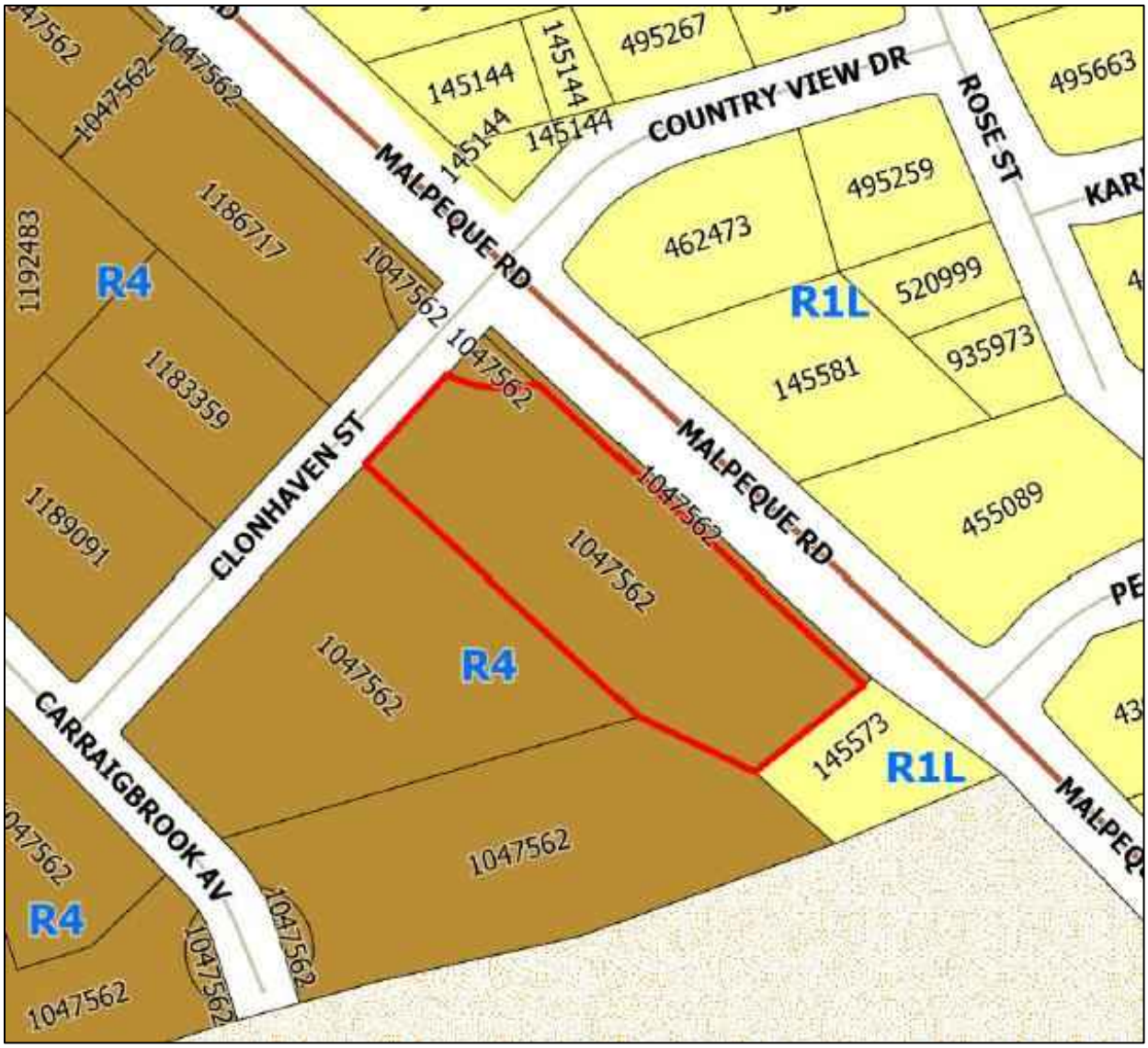

MALPEQUE RD
MALPEQUE RD
CLONHAVEN ST
CARRAIGBROOK AV
1186717
1192483
1183359
1189091
1047562
1047562
1047562
1047562
1047562
1047562
1047562
462473
495259
145581
145573

Lot 155A

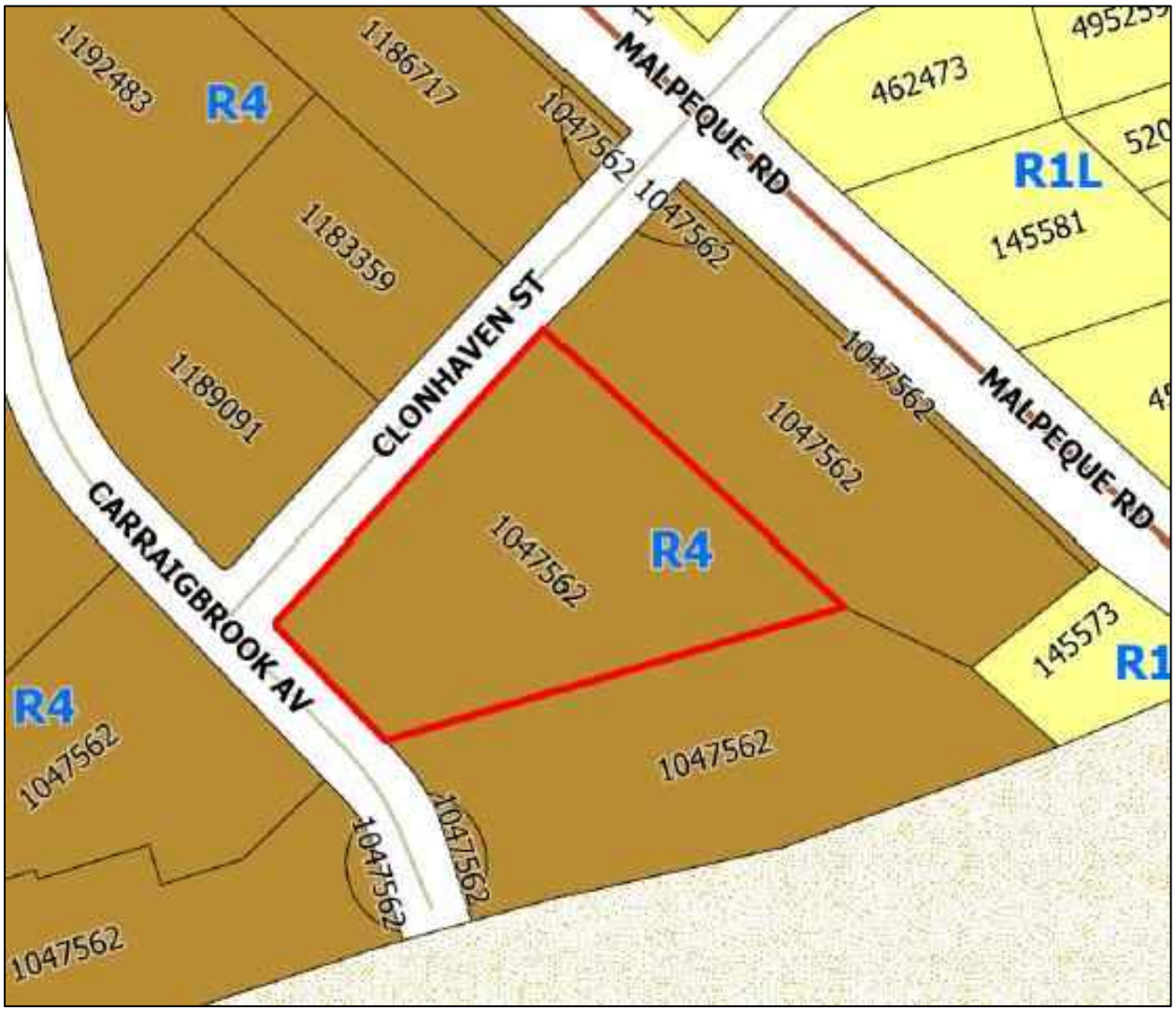

1183359
1189091
CLONHAVEN ST
MALPEQUE RD
1047562
1455813
1455733
RRAIGBROOK AV

Attachment “B” – Zoning Map (Lot 153A, Lot 154A, Lot 155A):

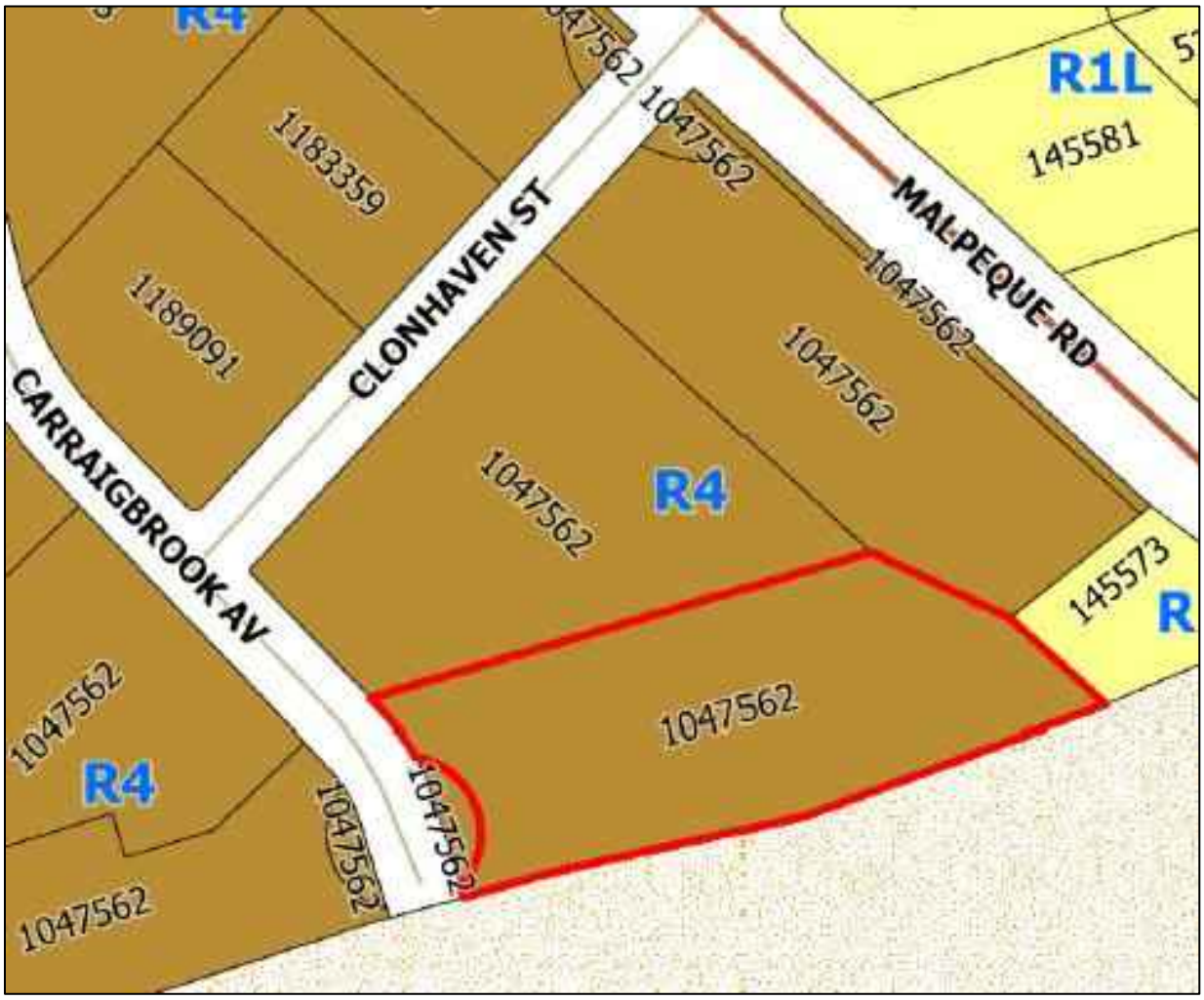
Lot 153A



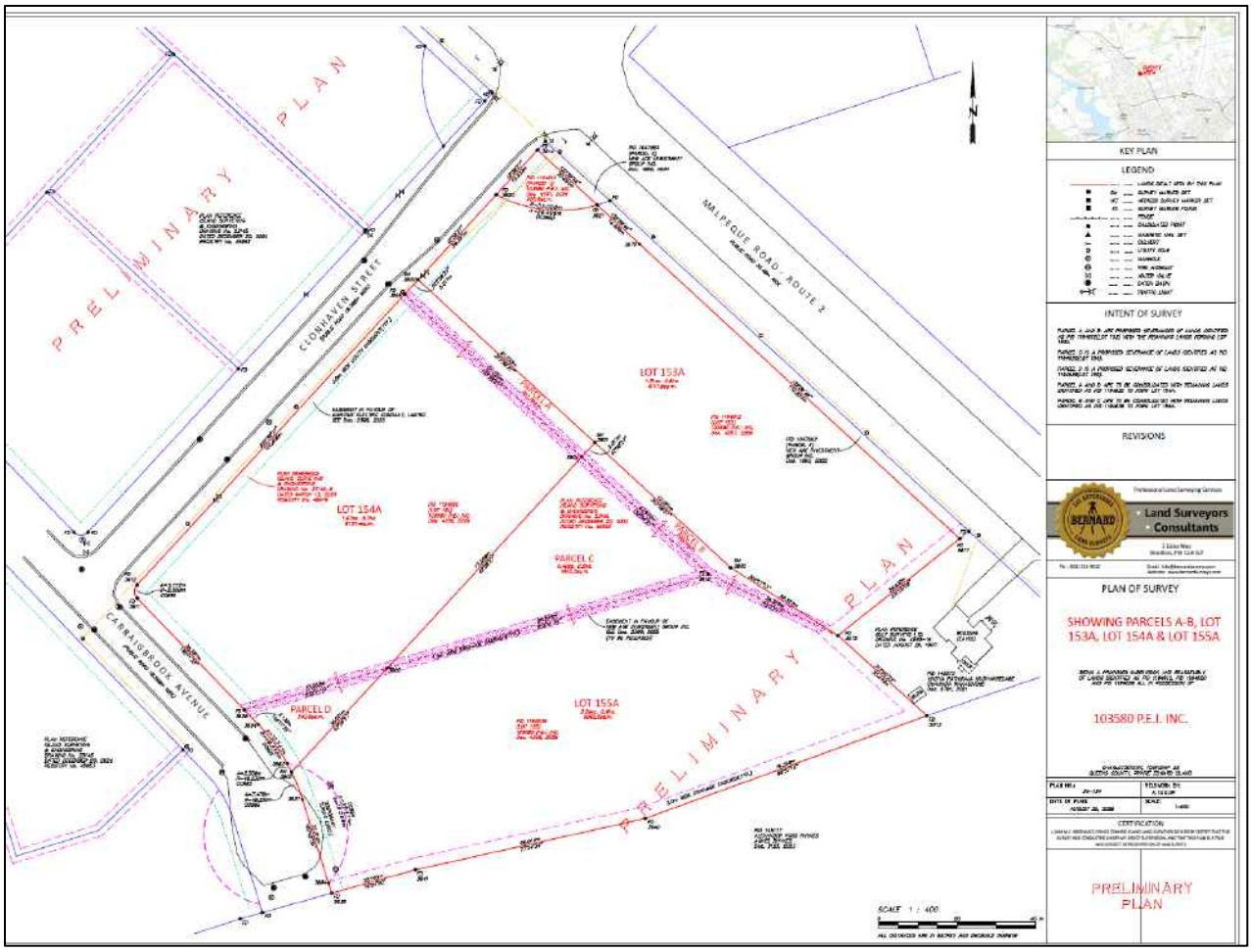
Lot 154A


1192483
R4
1186717
1047562
MALPEQUE RD
462473
R1L
145581
1183359
1047562
CLONHAVEN ST
1189091
1047562
MALPEQUE RD
1047562
R4
CARRAIGBROOK AV
145573
R1
R4
1047562
1047562
1047562
1047562
1047562

Lot 155A


R4
1047562
1047562
R1L
145581
1183359
1189091
CLONHAVEN ST
MALPEQUE RD
1047562
1047562
CARRAIGBROOK AV
1047562
R4
145573
R
1047562
1047562
R4
1047562
1047562

Attachment “C” – Survey Plan:



Attachment "D" – Circulation Letter (September 18, 2026):

Planning & Heritage Department
City of Charlottetown
70 Kent Street
Charlottetown, PE C1A 1M9

CHARLOTTETOWN

t 902.629.4158
f 902.629.4156
e planning@charlottetown.ca
w www.charlottetown.ca

September 18, 2026

Re: Carraigbrook Avenue and Clonhaven Street – Lots 153A, 154A, 155A
(PID#s 1194620, 1194612, 1194638)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Lot Consolidation to sever an approximate 307.2 square metre portion of land (Parcel A) from Lot 153A and add it to Lot 154A, sever an approximate 299.1 square metres portion of land (Parcel B) from Lot 153A and add it to Lot 155A, sever an approximate 0.2 hectare portion of land (Parcel C) from Lot 154A and add it to Lot 155A and sever an approximate 340.9 square metre portion of land (Parcel D) from Lot 155A and add it to Lot 154A. The lot severances and consolidations have been brought forward for legal and technical reasons related to future private drainage structures and associated easements collectively on all three lots.

As required by the *Zoning & Development Bylaw*, property owners within 100 metres (328.1 feet) of the subject property, must be notified of Major Variance requests. If you have any objections or comments regarding the Major Variance, please include the rationale for your objections and submit them by email to the reporting Planner at dgundrum@charlottetown.ca no later than **4:00PM on Friday, October 2nd, 2026.**

Please be advised that any written comments will form part of the public record.

In accordance with Section 3.9.4 of the *Zoning & Development Bylaw*, the Major Variance request will be referred to Planning Board to advise on the request, along with any comments received and make a recommendation to Council. At Council's discretion, they may approve or refuse the variance. The application will be heard at the Planning Board meeting scheduled for **4:30PM on Wednesday, October 7th, 2026, in City Council chambers (2nd Floor) located at City Hall (199 Queen Street)**.

If you have any questions in regard to the application, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment “E” – Comments Received:

None.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#12

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to sever and consolidate Parcel A (307.2 square metres) and Parcel D (340.9 square metres) with property identified as Lot 154A (PID# 1194620) and to also sever and consolidate Parcel B (299.1 square metres) and Parcel D (0.2 hectares) with property identified as Lot 155A (PID# 1194638), subject to a final pinned survey plan for all lots.

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
NONE.

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-116, A Bylaw to amend the Zoning & Development Bylaw, By approving Phase 3 of the Development Concept Plan and Appendix B. Comprehensive Development Area (CDA) Parcels and Permitted uses, in order to facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units and to approve the working site drawings as submitted, as it pertains to Lot 2019-5 St. Martha's Court (Parent Parcel PID# 390740, new assigned PID #1176502)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-116, as it pertains to Lot 2019-5 St. Martha's Court (Parent Parcel PID# 390740, new assigned PID #1176502))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date: 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-116, By approving the Phase 3 Development Concept Plan subject to the signing of a Development Agreement and Appendix B. Comprehensive Development Area (CDA) Parcels and Permitted uses, in order to facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units and to approve the working site drawings as submitted, as it pertains to Lot 2019-5 St. Martha's Court (Parent Parcel PID# 390740, new assigned PID #1176502)," as attached, was read and approved a first time on 2026;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

BE IT RESOLVED THAT the said Bylaw be adopted.
Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-116

BE IT ENACTED by the Council of the City of Charlottetown as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-116"

2. Authority

(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix B – Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) Appendix B – Comprehensive Development Area (CDA) Parcels and Permitted uses is updated to add below amendment:

STREET	PID NUMBER	EXISTING USE	LOT AREA
Mount Edward Road - West Side South of Bypass (Unless otherwise noted, the following lots have or are allowed a residential building on the street with the back portion vacant and under the CDA Zone)			
	390740		22.68
	390740	143 residential dwelling units; Phase I - seven (7) unit townhouse and a 48-unit apartment building on 2.5 acres of land; Phase II - 40-unit apartment building and a 48-unit apartment building on 2.55 acres of land.	5.05 acres
St. Martha's Court	Lot 2019-5 (Parent Parcel PID# 390740, new assigned PID #1176502)	Facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units for Phase 3 concept plan and to approve the working site drawings as submitted.	3.17 acres

(Subject Property/ Map reference only)

PART III – EFFECTIVE DATE

1. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Land and Environment.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-116, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-116, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-116, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-116, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-116) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Darlene Compton
Minister of Land and Environment

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
October 13, 2026

The Parks, Recreation and Leisure Activities Committee met on September 17, 2026. The DRAFT minutes are included in your package.

There is one (1) resolution for Council's consideration.

The Seniors Engagement Committee met on August 4, 2026. The DRAFT minutes have been included in your package.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE REGULAR MEETING – OPEN MEETING
Thursday, September 17, 2026
12:00pm, Parkdale Room

Present:	**Councillor Kevin Ramsay, Chair**	**Mayor Philip Brown**
	Councillor Terry Bernard	**Brad MacConnell, CAO**
	Amy McQuillan, FM (Called In)	**Richard MacEwen, DCS**
	Frank Quinn, PRM	**Christopher Drummond, PRAM**
	Deelle Hines, AA, Notetaker	
Also:	**Members of the Charlottetown Curling Club:**	
	Robbie Younker	**Shelley Muzika**
	Jackie Reid	**Blaire Weeks**
	Tyler Harris	
Regrets:	**Councillor Bob Dorion**	

DRAFT

1. CALL TO ORDER
Chair Ramsay called the meeting to order at 12:04pm.

2. DECLARATIONS OF CONFLICT OF INTEREST
None.

3. APPROVAL OF AGENDA
Moved by Councillor Bernard and Seconded by Mayor Brown that the agenda for September 17, 2026, be approved.

CARRIED

4. ADOPTION OF MINUTES
Moved by Mayor Brown and Seconded by Councillor Bernard the minutes for August 18, 2026, be approved.

CARRIED

5. BUSINESS ARISING FROM MINUTES

Mayor Brown requested an update on the Simmons Turf Field. The PRM advised that the facility will not open this season due to contract work and a four-to-six-week delay in the delivery of the field lighting. Turf installation is anticipated for mid-to-late October, with lighting installation expected in late October and overall completion anticipated by mid-November. Staff will continue to keep user groups informed as timelines are confirmed.

6. REPORT

a) Charlottetown Curling Club Presentation

Members of the Charlottetown Curling Club (CCC) presented a proposal for a new four-sheet curling facility in Charlottetown, noting increased demand for curling and limited capacity at nearby facilities. The CCC proposed an accessible, multi-purpose facility serving youth, seniors, recreational and competitive curlers, newcomers, Special Olympics and adaptive sport participants. There are also potential year-round and multi-purpose uses for the facility, including pickleball and other indoor recreational activities. Under the proposed partnership model, the City would own the facility and the CCC would operate as a long-term tenant.

The preliminary project cost is approximately $10 million. The CCC has approximately $1.2 million available toward the project, along with approximately $100,000 in curling stones and other assets. Potential funding partnerships with municipal, provincial and federal governments were also discussed. The CCC advised that it has completed considerable preliminary work, including concept designs, cost estimates, a business plan and a draft partnership agreement/Memorandum of Agreement, and offered to assist City staff with any additional information required.

Mayor Brown mentioned the potential for the facility to serve the broader Capital Region, including Charlottetown, Stratford and Cornwall. Discussion included the possibility of a regional partnership model and the benefits of locating the facility near schools and other areas where youth could easily access programming.

It was agreed that the presentation and proposal would proceed to Council for further consideration and that CCC representatives may be invited to present to Council.

b) Commemorative Naming Request - Coop Sport Field (Follow Up)

The PRM provided follow-up information regarding the request to commemoratively name the Co-op Sport Field after rugby athlete, Alysha Corrigan.

At the previous meeting, clarification had been requested regarding the City's commemorative naming criteria. The PRM advised that the requirement for an athlete to be retired before being considered for commemorative naming helps ensure their career and overall contribution can be fully evaluated. The requirement also reduces potential reputational and commercial concerns, supports consistent and equitable consideration of naming requests, and avoids decisions based on current popularity, enodrsement or perceived favoritism. Active athletes may instead be recognized through awards, ceremonies or other temporary acknowledgements.

The PRM noted that the individual identified in the current request remains an active rugby player and, therefore, the request does not currently meet the criteria contained within the City's commemorative naming policy.

Mayor Brown brought up making an exception to the policy should be considered in recognition of the athlete's accomplishments and contribution to women's rugby. Other committee members expressed support for recognizing the athlete while agreeing with the requirements of the existing policy. It was noted that this can be revisited upon the athlete's retirement from her sport.

Mayor Brown put the motion on the floor that staff does not approve the renaming of Coop Sport Field located in Queen Elizabeth Park in accordance with the Municipal Property Naming Policy (P-Admin-03). The policy advises that applications for people or persons will only be accepted after the people or person(s) have retired from activity of service that forms the basis of the request.

Councillor Bernard voted in favor of the motion, while Mayor Brown voted against. The vote resulted in a tie. Chair Ramsay broke a tie vote in favor of the motion.

CARRIED

c) Seniors Engagement Committee Minutes (August 6, 2026)

Committee members acknowledged the work of the Seniors Engagement Committee. It was noted that the Seniors Engagement Committee's current term will conclude at the end of the current Council term.

7. INTRODUCTION OF NEW BUSINESS

Mayor Brown noted that a concern was raised regarding foul balls leaving Central Field and travelling onto Burns Avenue and nearby residential properties during baseball games and tournaments. It was suggested that protective netting may be required to reduce the number of balls leaving the field. The PRM advised that the existing buffer between the field and roadway had previously met applicable requirements but agreed to review the concern and investigate whether additional protective netting or other measures may be required.

8. ADJOURNMENT OF PUBLIC SESSION

Moved by Mayor Brown and Seconded by Councillor Bernard the meeting be adjourned at 12:59pm.

_____

Chair: Councillor Kevin Ramsay

DRAFT

City of Charlottetown Committee Report

Report No: PR-2026-17

Date: September 17, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Christopher Drummond, Assistant Manager

Attachments:
- PDF Presentation
- Letters of support (4)
- Draft Stratford Curling Club – Class D Estimate
- Stratford Curling Club Pricing
- Estimates of Curling Participation
- Draft MOU – Charlottetown Curling Club and City of Charlottetown
- 2024 Participation Data

Report Title:
Presentation by Charlottetown Curling Club

Report Purpose:
To provide the Charlottetown Curling Club Board members with an opportunity to present to the PRLA Committee.

Staff Recommendation:
That Council receives this presentation and corresponding material as new information.

Report Details:
The subject of a new curling facility being established in Charlottetown has been talked about since the old facility was closed to curling in 2020. Demolition of the old facility, located at 241 Euston Street, began in 2025.

The Charlottetown Curling Club have mentioned on several occasions their desire to re-establish a curling facility in the City of Charlottetown.

During the February 25, 2026, Economic, Tourism, and Cultural Development Committee meeting, it was discussed under new business the idea to develop a resident survey to gauge public interest in the potential construction of a curling facility in Charlottetown. The intent of the survey was to determine whether residents support further exploration of such a project that would drive economic and tourism activity. The survey was suggested to be neutral and non-bias with a maximum of three questions.

Further clarification was given during the February 25, 2026, meeting that while the matter was introduced under Economic Development, that any facility development would fall under Parks and Recreation.

The online survey was launched on March 2, 2026, via CharlottetownHall.ca, with hard copies also made available at City Hall to ensure broad accessibility. The survey closed on March 23, 2026.

Results of the survey were presented at the May 12 committee meeting of Economic, Tourism, and Cultural Development. The results were presented at the regular meeting of Council on May 12 in an executive summary. Please see attached Executive Summary – Curling in Charlottetown Survey.

The ET&CD Committee forwarded this request, along with the survey results, to the PRLA Committee for their consideration. Staff recommends that Council supports the Parks and Recreation Department staff proceeding with in-depth review of this request to collect the necessary research regarding the potential development of a curling facility in Charlottetown. And that staff will report back to the PRLA Committee later this fall with recommended next steps for consideration for Council's consideration.

On July 14, 2026, a resolution was placed on the floor during the Regular Monthly Meeting of Council for staff to proceed with an in-depth review to gather the necessary information regarding the potential development of a curling facility in Charlottetown. The resolution was defeated by a vote of 4 – 3.

During the August 17, 2026, PRLA Committee meeting a discussion was held with regards to inviting members of the Charlottetown Curling Club Board to attend our September meeting to allow them to present new information for consideration in establishing a new curling facility in Charlottetown. It was agreed that the PRM would reach out to the Board and invite them to attend the next meeting on September 17, 2026.

Council or Committee History:
February 25, 2026 – Economic, Tourism, and Cultural Development Committee
May 12, 2026 – Economic, Tourism, and Cultural Development Committee / Regular Meeting of Council
June 9, 2026 – Regular Meeting of Council
July 6, 2026 – PRLA Committee Meeting
July 14, 2026 – Regular Meeting of Council
July 29, 2026 – Economic, Tourism, and Cultural Development Committee Meeting
August 17, 2026 – PRLA Committee Meeting
September 8, 2026 – Regular Meeting of Council

Financial Implications:
Exact numbers for financial implications are not known currently. Estimated costs of a new facility with 4 ice sheets could exceed $10 million dollars.

Public Engagement and Communication:
Public online survey on CharlottetownHall.ca launched on March 2, 2026, and closed on March 23, 2026.

Legislative Authority:
MGA Part 4 – Municipal Government

Strategic Alignment:
Governance and Civic Engagement / Inclusive Economic Growth

Reviewed By:

Manager	**CAO/Director**
FQ September 16, 2026	RDM September 16, 2026

Committee Recommendation: (if differing from staff)

Vision for a curling facility in Charlottetown

Building on a 140-year tradition for future generations



Introductions – We're committed!

Charlottetown Curling Club Board of Directors

- Blair Weeks – President
- Shelley Muzika – Vice-President
- Robbie Younker – Treasurer
- Jacklyn Reid – Secretary
- Dean MacDonald – Member at Large
- Nicole Phillips – Member at Large
- Tyler Harris – Past-President

History

- Longstanding history of curling in Charlottetown (140 years +)
- Charlottetown Curling Club served Islanders for over 100 years
- We’re an incorporated not-for-profit organization
- When the Euston Street facility sold in 2021, we lost more than a building:
  - gathering place
  - affordable winter recreational facility
  - community identity

Why curling? The demand already exists

- Life-long community activity that is growing in Canada and PEI
- Curling Canada research suggests 3.2% of Canadians participate in curling annually
- Applied to a 60,000-person market = 3,000 potential participants
- Nearby clubs in Cornwall, Montague, and Crapaud are operating at or near capacity—Curl PEI membership has hit record levels
- A four-sheet facility requires approximately 400 members to be sustainable

Why curling? It's for all ages and abilities

- ✓ Accessible to those with physical and intellectual disabilities (i.e., wheelchair accessible, and other adaptive technologies; Special Olympics PEI)
- ✓ Senior-friendly (i.e., stick curling)
- ✓ Youth-focused programs
- ✓ Beginner programs; accessible, affordable entry (i.e., newcomers to Canada, Indigenous sports circle)
- ✓ Competitive and recreational athletes

Operational Model—A Partnership

Our Proposal

- City of Charlottetown:
  - Owns the facility
  - Protects the public asset
  - Maximizes community use

- Charlottetown Curling Club:
  - Long-term tenant
  - Programming/operations partner

Operational Model—Curling Programming

From October–March

The Charlottetown Curling Club would deliver curling programs seven days a week, morning–evening, through a combination of club staff and volunteers:

- Leagues (on a member-based model)
- Rentals
- School programming (as part of physical education curriculum)
- After-school/junior curling
- Beginner/newcomer programs
- Parasport

Operational Model—Bigger than curling!

This is year-round municipal recreation and community infrastructure

- For six months facility supports curling; for the remainder, facility becomes flexible community space
- April-September possible uses:
  - Pickleball
  - Day camps
  - Community events
  - Weddings and fundraisers
  - ¾ ice hockey surface for spring hockey, hockey camps

The Opportunity—We're ready!

- ✓ $1.2 million to invest in municipal portion of Building Communities Strong infrastructure program
- ✓ Curling rocks and equipment
- ✓ Volunteer leadership / expertise in programming
- ✓ A committed membership base
- ✓ A vision, including concept renderings, class D estimates, business plan

The Opportunity—A Shared Investment

- $10 million cost, split 3 ways: Federal, Provincial, Municipal governments

Municipal portion	$ 3.3 million
Less Curling Club contribution	$1.2 million
Municipal contribution	$2.1 million

- City-owned asset
- Community-operated facility

The Potential—Impact on the economy

Sport tourism works. Curlers spend money!

Potential events (especially in partnership with other City-owned ice surfaces):

- Provincial Championships (i.e., Curl PEI, Firefighters)
- Atlantic Championships (i.e., Atlantic University Sport)
- National, International Events (Curling Canada, Grand Slam tour)
- Wheelchair Championships (ParaSport PEI)
- Special Olympics Events (Special Olympics Canada and regional)

Thank you!

The curling community and the Charlottetown Curling Club are not asking the City of Charlottetown to fund a curling club.

We are bringing $1.2 million to the table and asking the City to partner with us to create a $10.3 million community sport and recreation asset that will serve Charlottetown for generations to come.

September 13th/2026

Mayor and Council
City of Charlottetown
Charlottetown, PEI

Re: Support for a Recreational Curling Club in Charlottetown

Dear Mayor and Members of Council,

On behalf of Curl PEI, I am writing to express our support for the Charlottetown Curling Club Board of Directors' request to establish a recreational curling club in Charlottetown, and to encourage the City to consider this opportunity as part of its long-term recreation and community infrastructure planning.

Curling has been an important part of the City's recreational and social history for generations. Residents have curled in the Charlottetown area since the late 1770s, and the Charlottetown Curling Club was established in 1887, providing more than 130 years of continuous curling in the City. Throughout this history, residents have curled at various locations, including Government Pond, Grafton Street and most recently, Euston Street.

The Club and its members have also contributed significantly to the City's sporting and social life, hosting major championships including the 1964 Brier, 1973 Lassie, 1984 Scotties, 1991 Canada Games and the 1999 and 2011 Scotties. Many thousands of curlers and visitors have participated, competed, and socialized through curling in Charlottetown.

Curling remains important to the community today. It is a sport for life that brings together youth, adults and seniors and provides opportunities for recreation, competition, volunteering, and social connection. It is accessible to a broad range of ages and abilities, is a non-contact winter sport, and provides something increasingly valuable in a municipality: **a place for people to participate, connect and build community**.

Charlottetown Residents Are Already Curling

Although Charlottetown no longer has a dedicated curling facility, residents of the City continue to participate in the sport.

A review of available Curl PEI membership postal-code information identified 159 curlers with Charlottetown postal codes (3) who are currently curling outside the City. These are not potential participants; they are the people who are already choosing to participate in curling and are travelling to surrounding communities to do so.

At the same time, Curl PEI membership has continued to grow. Membership has increased from 1,036 in 2016 to 1,182 in 2026, our highest level in the period tracked. This growth has occurred despite the closure of the Charlottetown Curling Club following the 2019-20 season due to ice plant issues.

The demand is also placing pressure on existing facilities. Cornwall Curling Club, which currently serves many Charlottetown curlers, has had teams on a waiting list for multiple years and has had to turn teams away within the past year because of a lack of available space. The club is now creating new daytime leagues in an effort to free up capacity in its evening leagues.

40 ENMAN CRESCENT
CHARLOTTETOWN
PRINCE EDWARD ISLAND
C1E 1E6

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FAX: 902-368-4548
PRESIDENT@PEICURLING.COM
WWW.PEICURLING.COM

This demonstrates that the issue is not a lack of interest in curling. Charlottetown residents are already curling, and existing facilities are struggling to accommodate that participation while facing their own capacity limitations.

An Opportunity for Charlottetown

We believe there is an opportunity for the City to support the Charlottetown Curling Club's vision for a recreational curling club and to look at curling infrastructure not simply as a replacement for a facility that once existed, but as an investment in the future of recreation and community development.

A new modern facility could be designed to attract new participants while serving those already involved in the sport. It could support youth, families, seniors, university students, recreational curlers, competitive athletes, and adaptive curling, while also serving as a community gathering place and hosting regional and national events that bring participants and visitors to Charlottetown. Importantly, a new facility would complement, rather than compete unnecessarily with existing Island clubs. The goal should be to grow the overall curling population and create new participation opportunities, not simply move existing curlers from one facility to another.

Curling has a long history in the City, but its future can be equally significant. The City has an opportunity to consider what a purpose-built curling facility could contribute to recreation, social connection, healthy aging, youth development, sport tourism, and the overall quality of life of its residents.

Curl PEI fully supports the Charlottetown Curling Club Board of Directors in this initiative and would welcome the opportunity to work with the City, the Club, Council, and other community partners to explore this possibility.

Thank you for your consideration.

Sincerely,

Daniel MacFadyen

Daniel MacFadyen
President, Curl PEI

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Mayor Philip Brown
Mayor, City of Charlottetown

And Members of City Council
City of Charlottetown
199 Queen Street
Charlottetown, PE CIA 4B7

Re: Support for a New Municipally Owned Curling Facility in Charlottetown

Dear Mayor Brown and Members of City Council:

On behalf of Curling Canada, I am pleased to provide this letter of support for investments for the construction of a new municipally owned curling facility in Charlottetown through the federal Build Communities Strong infrastructure program. As the national sport governing body, Curling Canada recognizes that these projects represent critical investments in sustaining the infrastructure that underpins curling's continued growth, accessibility, and impact in communities nationwide.

I understand the Charlottetown Curling Club (CCC) Board of Directors has pledged over $1 million toward the capital costs of the new facility. Since its establishment in 1887, the CCC has played a vital role in promoting sport, recreation, social connection, and community engagement for Islanders. This significant investment reflects the Club's dedication to ensuring the long-term success of curling in Charlottetown. Harnessing this unique opportunity will create a stronger, vibrant, and healthier community.

Curling reaches more than 2 million Canadians annually through recreational play, school programs, and introductory experiences, with opportunities that extend to competitive play at the National, World, Olympic and Paralympic levels. More than 158,000 Canadians are registered curlers, with participation spanning communities of all sizes—from rural towns to major urban centres in every province and territory—highlighting curling's unique role as both a recreational pastime and an accessible organized sport for people of all ages and abilities.

While national tracking—introduced in 2015 and based on self-reported data—likely understates total participation, the broader trend is clear: curling has rebounded strongly following the COVID-19 pandemic, recovering from lows in 2021 to reach record levels by 2025, with continued stability in 2026.

This growth is being driven by a combination of factors, including expanded school-based programming, community activations, and strengthened participant pathways that support engagement at every age and stage. The continued evolution of adaptive curling programs is

also expanding access for participants of all abilities, while international growth and the emergence of a professional league are further broadening the sport's appeal.

Strong national visibility is also a key driver. Broadcast coverage of the 2026 Montana's Brier and Scotties Tournament of Hearts reached nearly 9 million Canadians over the course of the winter, while Olympic competition reached more than 6 million viewers for the recent men's gold medal final which included PEI's own Brett Gallant. Canada's successful Olympic and Paralympic season in 2026, winning three medals, and the exposure that provided, translates into increased interest at the community level, with clubs across the country reporting heightened demand following major events.

Clubs play a central role in converting that interest into ongoing participation—from first-time participants to experienced and highly engaged players—while supporting increased participation among youth, girls and women, neuro-diverse individuals, and people from diverse cultural and ethnic backgrounds. This is reflected locally in growing demand for Learn to Curl opportunities, recreational leagues, and club-based programming.

Curling delivers meaningful economic benefit across Canada. The most recent comprehensive national impact study (2017) found that curling contributes approximately $584 million annually in economic activity, supporting more than 3,400 jobs, $186 million in wages, and $89 million in tax revenues.

While this remains the most recent national benchmark—reflecting the complexity of conducting large-scale economic impact assessments—more recent participation and event data indicate that this contribution remains strong. The 2025 Canadian Curling Trials in Halifax, for example, generated approximately $42 million in economic activity, driven by visitor spending and tourism activations.

Equally important though, is the day-to-day impact of local participation, which supports ongoing facility use, volunteer engagement, and community programming in towns and cities across the country. Sustaining club infrastructure is essential to maintaining both participation and the broader economic impact generated by curling.

Clubs are fundamental to Canada's curling system and to the larger Canadian Sport System — they are where participation begins, where skills are developed, and most importantly where communities connect.

These facilities serve as accessible community hubs, providing opportunities for people of all ages and abilities to participate in affordable recreation but more importantly build social connections, and stay active, particularly during the winter months. In many communities,

curling clubs are among the few spaces that regularly bring together youth, families, and seniors in a shared environment.

Curling remains one of the most accessible and affordable organized sports in Canada, making these facilities especially important for inclusive community recreation and continued support.

Ongoing investment in core infrastructure is essential to maintaining both grassroots programming, community belonging, and the ability to host competitions and events. Without continued investment in these critical components, the ability to support participation growth, deliver programming, and host events is at risk.

The Spring 2026 Economic Update from the Government of Canada outlined a historical investment in sport from the federal government. Sport is one of our greatest nation builders, and these investments will help build a stronger Canada, inspire the next generation, and leave a lasting legacy for everyone. But these investments are not just about medals at the Olympic and Paralympic games, these investments are about belonging, physical activity, confidence, and opportunity for all Canadians. From the playground to the podium, we want to continue to expand access to sport so more Canadians can participate in their communities. Investing in existing facilities is one of the most effective ways to ensure the long-term sustainability of curling and sport in Canada.

Curling Canada fully supports investments in curling infrastructure. Curling clubs is where the curling journey begins and plays an important role within Canada's curling system, and these projects represent necessary and impactful investments in maintaining infrastructure that supports participation, economic activity, and social connection nationwide.

Thank you for your consideration. We would be pleased to provide additional information if required.

Sincerely,

Nolan Thiessen CPA, CA
Chief Executive Officer
Curling Canada

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HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Sean Casey
Member of Parliament / Député
Charlottetown

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Mayor Philip Brown
City of Charlottetown
199 Queen Street
Charlottetown, PE C1A 4B7

Re: Support for a New Municipally Owned Curling Facility in Charlottetown

Dear Mayor Brown,

I am pleased to express my strong support for the construction of a new municipally owned curling facility in Charlottetown through the federal Build Communities Strong infrastructure program.

Curling has been part of Charlottetown's history for more than 200 years. The sport's emphasis on fair play, teamwork, and fellowship has helped strengthen community connections and contributed significantly to the quality of life enjoyed by Charlottetown and greater area residents.

I understand the Charlottetown Curling Club (CCC) Board of Directors is a key partner in this project and has pledged over $1 million toward the capital costs of the new facility. Since its establishment in 1887, the CCC has played a vital role in promoting sport, recreation, social connection, and community engagement for Islanders. This significant investment reflects the Club's dedication to ensuring the long-term success of curling in Charlottetown. Harnessing this unique opportunity will create a stronger, vibrant, and healthier community.

Sean.Casey@parl.gc.ca

There has already been some thoughtful planning completed by the CCC Board of Directors including environmental scans, preparation of preliminary facility plans, concept renderings, and a design development (Class D) cost estimate. The Board's vision is clearly intended for a curling facility to serve as more than only a venue. It will provide inclusive recreational opportunities for participants of all ages and abilities, support youth and athlete development, accommodate alternate community and sport uses, and strengthen opportunities for volunteerism and social connection. The project aligns closely with broader goals related to healthy living, community well-being, and accessible sport and recreation infrastructure.

Over the decades, the CCC has also demonstrated a long-standing ability to host major competitions that attract visitors, generate economic activity, and showcase Prince Edward Island on the national stage. Just as importantly, the Club has introduced thousands of Islanders to the sport and helped develop athletes who have gone on to national and international success, including Olympian Brett Gallant. The construction of a new facility will enable the City, in partnership with the CCC, to continue this legacy.

This project represents an important investment in Charlottetown's future. It will preserve a valued community tradition while ensuring residents continue to have access to modern, inclusive, and sustainable sport and recreational infrastructure for generations to come. I am pleased to offer my full support for the City's efforts to secure federal funding for this initiative.

Thank you for your leadership and commitment to building a stronger and healthier Charlottetown. I look forward to working with the City and community partners as this project advances.

Sincerely,



Sean Casey
Member of Parliament for Charlottetown

GREATER CHARLOTTETOWN AREA
CHAMBER OF COMMERCE
CONNECTING BUSINESS AND COMMUNITY

Mayor Philip Brown
City of Charlottetown
199 Queen Street
Charlottetown, PE C1A 4B7

Date: September 14, 2026

Re: Support for a New Municipally Owned Curling Facility in Charlottetown

Dear Mayor Brown,

It is our understanding that the Charlottetown Curling Club (CCC) Board of Directors is actively seeking partnership with the City of Charlottetown to explore funding opportunities to build a new curling facility. On behalf of the Charlottetown Chamber of Commerce, we would like to express our strong support for such an initiative to re-establish curling in our Capital City.
Curling has been part of Charlottetown's history for more than 200 years, with the CCC being established in 1887. The sport's emphasis on fair play, teamwork, and fellowship has helped strengthen community connections and contributed significantly to the quality of life enjoyed by Charlottetown and greater area residents.

Additionally, the CCC has hosted many National Championships, including the Brier, the men's national championship, in 1964; the women's national championships in 1973, 1984, 1999, and 2011; the national mixed in 1973 and 1996; and the Canada Winter Games in 1991. Additionally, the CCC has hosted multiple smaller national events, provincial competitions, cashspiels and special events. The economic impact of hosting all of these events is very significant, particularly in the off season for tourism.

The CCC has also produced many highly successful athletes on the National stage, the most notable being Olympian Brett Gallant. Showcasing this success and our Island to media across the country and around the world is the best kind of marketing and promotion for our city and community.

We understand the CCC Board of Directors would be a key partner in this project and has pledged over $1 million toward the capital costs of the new facility. Such a significant contribution is indicative of the CCC Board of Directors' intention to facilitate the long-term continued success of curling in Charlottetown, maintaining and further establishing the legacy of curling in our City. The CCC has played a key role in promoting sport, recreation, social connection, and community engagement for City residents, and visitors alike.

The CCC Board of Directors have done considerable work over the past five years to work to bring a new facility to actuality. Careful planning, including environmental scans, preparation of preliminary facility plans, concept renderings, and a design development (Class B) cost estimate have all been actioned to facilitate working with a partner to secure funding. The Board's vision is clearly intended for a curling facility to serve as more than only a venue, and to provide inclusive recreational opportunities for participants of all ages and abilities, supporting youth and athlete development, accommodate alternate community and sport uses, and strengthen opportunities for volunteerism and social connection. Creating a stronger, more vibrant, more inclusive, and healthier community aligns with the four pillars outlined in the strategic plan for the city of 1) Community Building and Placemaking 2) Governance and Civic Engagement 3) Inclusive Economic Growth and 4) Infrastructure and the Environment.

The absence of a physical location for Charlottetown residents to play in since 2021 is a situation that needs to be rectified, with many Charlottetown residents travelling outside their community to participate in their beloved sport. They are spending their discretionary income in other PEI communities and while this is the present situation, these key dollars should stay in our own community.

A new facility would represent an important and significant investment in our city's future. Given the past legacy of the CCC and the potential for future generations to experience the opportunity to engage in curling in a modern, inclusive, and sustainable sport and recreational facility for many, many years, we fully support the initiative to bring a new curling facility to the Capital.

Thank you for your leadership and commitment to building a stronger and healthier Charlottetown. We look forward to seeing this project advance and welcoming the economic impact that a new facility will have on the greater Charlottetown area.

Sincerely,

Bianca McGregor
Chief Executive Officer

Project: Stratford Curling Club
Description: Design Development (Class D) Estimate
Date: October 16th, 2022

Project Statistics

	Area m2	Area sf	Height m
Basement	0	0	
Level 1	1820	19600	
Total	**1820**	**19600**	
Request for Proposal Budget			
Request for Proposal Budget by unit rate	$0	$0	
Class D Estimate Total	**$8,404,294**		
Class 'D' Estimate by area unit rate	**$4,618**	**$429**	

Div.	Description	Quantity	u/m	element rate	cost			Division Totals
								$0
00	**Procurement and Contracting Requirements**							
01	**General Requirements**							**$490,000**
	General Conditions	1.0	ls	$450,000.00	$450,000			
	Mobilization	1.0	ls	$40,000.00	$40,000			
02	**Existing Conditions**	**N/A**						**$0**
03	**Concrete**							**$769,060**
	Excavation & footings	280.0	m	$202.50	$56,700			
	Foundations 200mm x 1.6m high	280.0	m	$305.00	$85,400			
	concrete slab on grade (F1) (gravel, insulation, mesh)	733.0	m^2	$120.00	$87,960			
	concrete for ice surface	1068.0	m^2	$500.00	$534,000			
	concrete exterior	1.0	ls	$5,000.00	$5,000			
04	**Masonry**							**$0**
05	**Metals**							**$1,250,000**
	Wood timber construction	1.0	ls	$1,200,000.00	$1,200,000			
	int. ceiling (ice surface)	1.0	ls	$50,000.00	$50,000			
06	**Wood, Plastics and Composites**							**$1,018,195**
	rough carpentry							
	Wall Type EW1 (ice surface)	684.0	m^2	$325.00	$222,300			
	Wall Type EW2 (Lounge / Service)	432.0	m^2	$350.00	$151,200			
	Interior walls	325.0	m^2	$250.00	$81,250			
	Interior viewing wall	65.0	m^2	$175.00	$11,375			
	Canopy	1.0	ls	$10,000.00	$10,000			
	Roof Type R-1 (ice surface)	1090.0	m^2	$250.00	$272,500			
	Roof Type R-2 (lounge / service)	733.0	m^2	$290.00	$212,570			
	finish carpentry and millwork							
	Kitchen Allowance	1.0	ls	$12,000.00	$12,000			

Div.	Description	Quantity	u/m	element rate	element cost			Division Totals
	Millwork	1.0	ls	$45,000.00	$45,000			
07	**Thermal and Moisture Protection**							**$31,822**
	board insulation							
	exterior walls (Incl above)				$0			
	50mm x 1.6m at foundation walls	118.4	m2	$32.28	$3,822			
	under SOG (incl above)							
	Vapour Barrier / Air barrier	1.0	ls	$6,000.00	$6,000			
	blanket insulation - exterior walls (incl in above)	0.0			$0			
	blanket insulation - acoustic	1.0	ls	$3,000.00	$3,000			
	Spray Insulation	1.0	ls	$15,000.00	$15,000			
	siding	incl in above						
	metal roofing	incl in above						
	firestopping allowance	1.0	ls	$4,000	$4,000			
08	**Openings**							**$154,800**
	exterior HM doors and frames	7.0	pcs	$2,500.00	$17,500			
	interior wood doors (closet)	4.0	pcs	$250.00	$1,000			
	interior steel doors & frames	4.0	pcs	$2,500.00	$10,000			
	interior solid core wood doors	9.0	pcs	$1,500.00	$13,500			
	Exterior Aluminum door & sidelite	2.0	pcs	$12,500.00	$25,000			
	O/H door	2.0	pcs	$10,000.00	$20,000			
	exterior windows	14.0	pcs	$2,500.00	$35,000			
	exterior windows (viewing gallery)	19.0	pcs	$1,200.00	$22,800			
	BF Door	1.0	pcs	$10,000.00	$10,000			
	door hardware (included in above)							
09	**Finishes**							**$283,865**
	drywall							
	walls (Incl. above)							
	Ceiling (lounge / Service)	733.0	m^2	$37.66	$27,605			
	interior trim							
	exterior windows (WD1) - (head, jamb, sill)	33.0	pcs	$300.00	$9,900			
	interior doors	13.0	pcs	$250.00	$3,250			
	Luxury Vinyl Flooring (lobbies, Lockers, Wr's, kitchen)	295.0	m^2	$120.00	$35,400			
	Carpet tile (lounge / office)	334.0	m^2	$100.00	$33,400			
	base to flooring	1.0	ls	$5,000.00	$5,000			
	False floor for ice surface	1034.0	m2	$129.17	$133,560			
	exterior painting	na						
	interior painting							
	ceilings	1000.0	m^2	$9.50	$9,500			
	Walls	2500.0	m^2	$10.50	$26,250			
10	**Specialties**							**$68,000**
	Lockers	1.0	ls	$30,000.00	$30,000			
	washroom accessories	1.0	ls	$8,000.00	$8,000			
	kitchen equipment			$30,000.00	$30,000			
11	**Equipment**							**$0**
	N/A							
12	**Furnishings**							**$196,600**
	window blinds (WD2) and blackout	18.0	pcs	$1,200.00	$21,600			
	FF&E			$175,000.00	$175,000			
13	**Special Construction**							**$50,000**
	exterior signage	1.0	ls	$20,000	$20,000			

Div.	Description	Quantity	u/m	element rate	element cost			Division Totals
	interior signage		ls	$30,000	$30,000			
14	**Conveying Equipment**							**$0**
	N/A							
20	**Mechanical**							**$1,200,000**
	Mechanical	1.0	ls	$1,200,000	$1,200,000			
26	**Electrical**							**$440,000**
	Electrical & Data	1.0	ls	$440,000	$440,000			
27	**Communications**							**$0**
	See Electrical above							
28	**Electronic Safety and Security**							**$0**
	See Electrical above							
31	**Earthwork**							**$387,500**
	Excavation / Backfill other than foundations	1.0	ls	$10,000.00	$10,000			
	Perimeter weeping tile and granular cover	1.0	ls	$5,000.00	$5,000			
	clear and grub site	1.0	ls	$2,500.00	$2,500			
	strip and stockpile topsoil	4000.0	m^2	$5.00	$20,000			
	site work and landscaping			$350,000.00	$350,000			
32	**Exterior Improvements**							**$25,000**
	fence & canopy (garbage area)	1.0	ls	$25,000.00	$25,000			
33	**Utilities**							**$100,000**
	Utility connections	1.0	ls	$100,000.00	$100,000			
	Grand Totals				**$6,464,842**		**$0**	**$6,464,842**
		Design Contingency						**$646,484**
		Construction Contingency						**$1,292,968**
								$8,404,294

Outlook

Stratford Curling Club Pricing

From Shallyn Murray <shallyn@9ystudio.com>
Date Mon 2024-12-02 3:34 PM
To Shelley Muzika <Accounting@cmha.pe.ca>
Cc Larry Jones <larry@9ystudio.com>

Hi Shelley,

See below for Larry's assessment of possible cost reductions that could be achieved through the sharing of a facility. Let us know if you want to get together and discuss this further.

Based on Shelley's request and working with the information from the earlier scheme, I prepared the following for discussion:

In order to develop a project under the assumptions

- *the Client has limited resources and inflation will exceed the capacity to proceed with the project (an $8.4 million budget in 2022 will be about $10.3 million in 2025), and*
- *there is an opportunity to combine this piece with another project as a mechanism to share costs and generally bring the total floor area into line with an affordable budget, and*
- *Construction inflation will continue to rise although, perhaps at a slower pace, and*
- *Simply reducing floor area will not be aggressive enough to achieve a budget reduction greater than 10%.*

We went back to the concept drawings to review the "program" for space requirements represented and make the following revisions to the estimate assuming it becomes part of a larger project:

- *Delete the meeting room. There could be a shared meeting room in the larger facility.*
- *Reduce the mechanical & electrical rooms (no change to the ice plant) and Utility entrances. M & E services could be from a central point and only smaller service closets be provided in this piece.*
- *Reduce the kitchen / Bar /restaurant services. With good planning these could be shared with the larger facility.*
- *Reduce the site work / landscaping. These can be shared with the larger facility.*
- *Reduce the number of washrooms.*

With these changes we assumed a reduction of approximately 1,200 ft^2 to a gross area of 18,400 ft^2 . By reducing contingencies and mobilization costs we propose a total building budget (2022 dollars) of $6,815,800 which is almost a 20% decrease. With compounded inflation to 2025 dollars this would mean a construction cost of about $8,383,408.

These are serious assumptions. By reducing contingencies this early in the process the Owner leaves any flexibility for future changes and may jeopardize the overall viability of the project; However, there are savings possible on both the Capitol and Operating costs by sharing the risk with a suitable partner.

Larry

Outlook

[CAUTION - Potential Phishing] Fw: Estimates of curling participation

From Shelley Muzika <s.muzika@hotmail.com>
Date Sun 2026-09-13 12:31 PM
To Shelley Muzika <Accounting@cmha.pe.ca>

2 attachments (397 KB)
2020 - Profile of the Canadian Curler - University of Waterloo.pdf; 2024 Spring - Numeris Participation Data.pdf;

Caution - this is an external email (sent from a non-CMHA email account), and the sender may not be who they claim to be.

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From: Bobby Ray <bobby.ray@curling.ca>
Sent: Thursday, 10 September 2026 11:54:46
To: Blair Weeks <weeksygb2@hotmail.com>
Cc: dougmann29@gmail.com <dougmann29@gmail.com>; Nicole Phillips <nphillips@upei.ca>; Robbie Younker <rkyounker66@gmail.com>; Shelley Muzika <s.muzika@hotmail.com>; Jaclyn Reid <jaclynreid@hotmail.com>; Tyler Harris <mtylerharris@hotmail.com>
Subject: Re: Estimates of curling participation

Hi Everyone,

Thanks for reaching out.

This is what I know:

- We ask our affiliated clubs to report their number of members every season based on the honour system. This number has fully recovered since the covid disruption and actually attained a record high number in the 2024-2025 season at 158,865. We've only tracked this number since the 2015-2016 season. Graphic attached.
- Curl PEI's numbers are as high as they've been since we kept track at around 1,154 registered curlers at the end of the 2025-2026 season.
- According to Curling Canada's 2024-2025 Annual Report there were 158,199 registered curlers *(the number fluctuates as reports are revised and updated)* and that approximately 2.3 million people participated in curling at least once (this number comes from surveys conducted by audience measurement organizations, see attached report).
    - This is where the higher percentage of populations figures come from (2.3 million / Canada's 41.4 million population is approximately 5.7% of the population curling once/year).
    - The same math on registered curlers / regular members of clubs is less than half of one percent of the Canadian population (and it's not much higher than that when I do the math on PEI isolated).
- See attached "2020 Profile the Canadian Curler" for more information.

This topic is also nuanced.

Curling is a niche sport and is non-essential, so conducting market research to see if there is enough population base to support the club is not the same as determining whether another grocery store or gas station is required in the area (grocery and gas supply and demand is more finite).

Curling Clubs that are really good at what they do experience greater market penetration (because they promote better, they offer more enjoyable experiences that participants tell other people about, they convert inactive people to active people, they convert other sport participants to curling participants, etc.).

Penetration will depend on not only competition from other curling clubs in the area, but competition from any sport or entertainment opportunity available to people to spend their leisure time and dollar on (curling clubs in small rural communities with fewer recreation options experience greater market penetration).

In areas where there are (or is potential for) more than one curling club, my recommendation is typically to make sure they are differentiated from one another. Some people stay at high-end hotels and some people stay at budget hotels (same business, different market). I would be tempted, if I were you folks, to not only identify a need for more curling ice based on general population, but based on a specific unmet segments of the market.

I'm making the following up, for example only:

- Our new club will be the only wheelchair accessible club (and will engage the parasport market)
- Our new club be equipped with training aids and technology to support high performance athletes (engaging the competitive curling market)
- Our new club will offer multiple shorter curling seasons (appealing to the more casual participant market that is otherwise unwilling to commit to a 6-month curling membership elsewhere)
- Our new club is committed to protecting premium ice time for youth programming (engaging the youth market)
- Our new club will be professionally operated (engaging the a volunteer-prone market)
- Etc.

Also, how are you differentiated from other sport:

- Curling is a sport for life (servicing adults and seniors)
- Curling facilities double as social infrastructure (it's typical for people to gather off the field of play, to converse, to enjoy food and beverage, table games, live music, etc.)
- Curling is indoor winter sport, and Canada is a winter country where people need healthy activities to engage in during the long, cold, and dark months
- Curling is a strategic, cerebral, and gentleperson's game that appeals to an audience that differs from traditional team or contact sport
- etc.

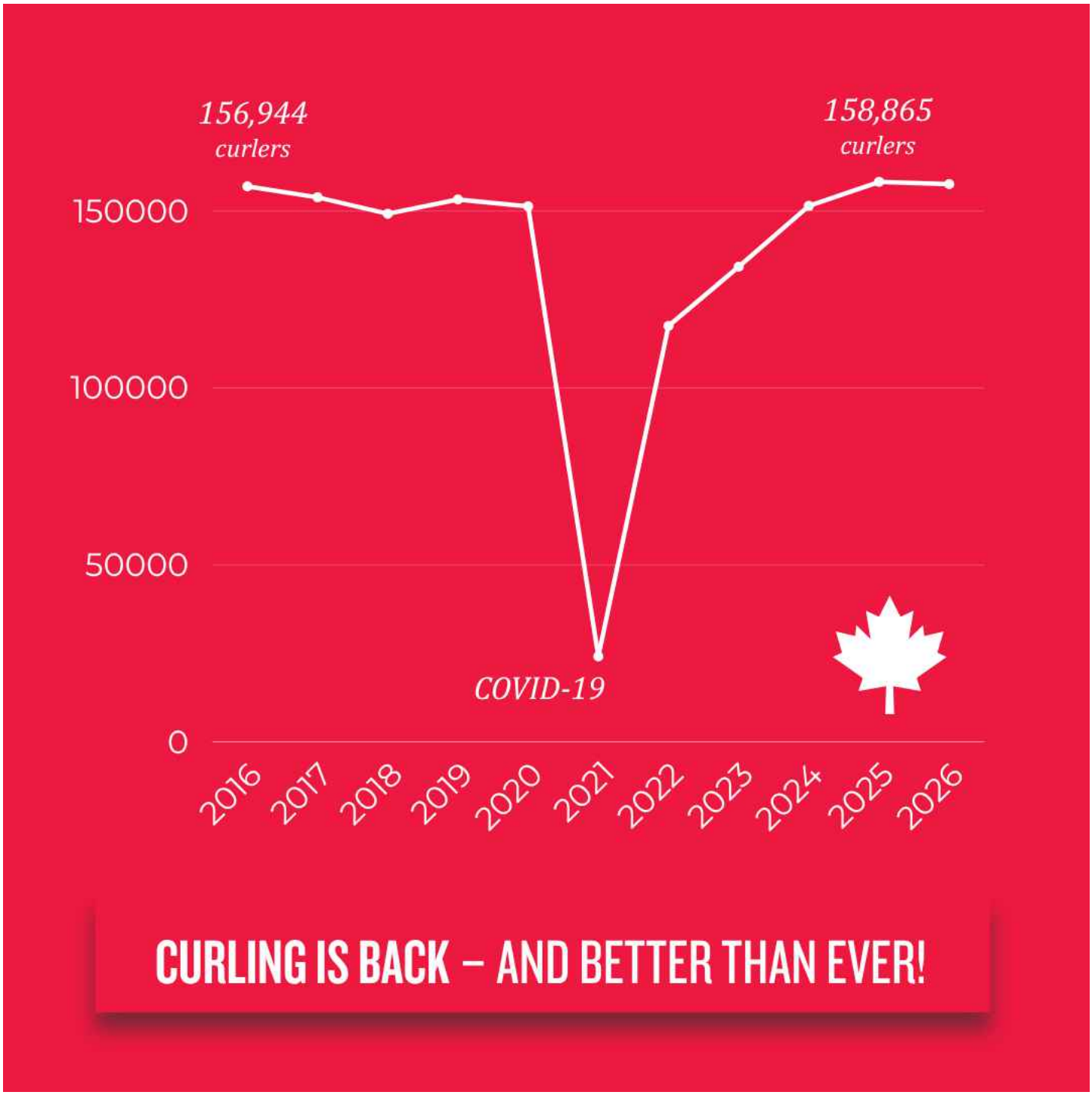
Your municipal partners will likely also be interested in economic impact and sport tourism potential.

By the way, I agree that a shiny new facility paired with a thoughtful strategy and a sustained effort presents a different reality than comparing yourself to a similar municipality elsewhere, but with a tired facility with tired leadership. If there is concern that there is enough curling ice in the area already to service the existing market, you're going to have to prove that you're going to grow the market.

Let me know if you have any other questions.

Thanks!

Bobby



On Sep 8, 2026, at 8:33 AM, Blair Weeks <weeksygb2@hotmail.com> wrote:

You don't often get email from weeksygb2@hotmail.com. Learn why this is important

Good Morning Bobby,

Hope you had a nice long weekend!

My name is Blair Weeks, president of the Charlottetown Curling Club. I participated in the MT A symposium a couple of years ago and enjoyed your presentation on club development.

A few years ago, the Charlottetown Club closed its doors due to plant failure and the Membership voted to allow the sale of the property. Since that time, the Board has been working with local communities to partner on a new build. One of the challenges with the partnership is a fear on the part of the municipalities regarding the participation rate. The Board is confident with a shiny new club, solid promotion campaign, our legacy of Members from the old club, reach out to new community groups and individuals and devotion to the task, we can easily attract a sufficient membership. Our target is 300 after 2 years with 4 sheets of ice in a population of 50,000.

What we like to ask from you are general projections/ benchmarks across the country on participation levels. We have heard different numbers, 2 per cent to as high as 10 per cent in traditional curling areas such as Western Canada. If you have data like this we would

love to share them with the municipalities.

Any assistance or thoughts you would like to share with us is greatly appreciated.

Sincerely,

Blair, for the Board of the Charlottetown Curling Club

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Memorandum of Understanding

Between

The City of Charlottetown (the" City")

And

Charlottetown Curling Club (1979) Limited (the "Club")

Purpose

This Memorandum of Understanding (MOU) sets the terms and understanding between the City of Charlottetown and the Board of Directors (the "Board") of the Charlottetown Curling Club (1979) Limited regarding the construction of a new community curling and recreational facility on property owned by the City within the boundaries of the City.

Proposed Ownership

The City agrees to be the primary applicant to federal infrastructure programs for capital funding for the proposed facility.

The City and the Club agree that the funding partners will include the following:

- City of Charlottetown
- Charlottetown Curling Club (1979) Limited
- Government of PEI
- Government of Canada

Proposed Facility

The City and the Club agree that the proposed facility will include the following amenities:

- Ice surface to facilitate four to six curling sheets, side and end areas, removable hockey/ringette boards
- Clubhouse (multi-purpose viewing, seating, meeting, function space)
- Changing facilities
- Storage facilities
- Bar and canteen facilities
- Retail and office space

Proposed Usage

The Club and the City agree that the primary use of the proposed facility will be to serve the regional curling community east of Cornwall and west of Montague.

DRAFT

The Club and the City agree that the proposed facility will accommodate the following:

- Six to seven months use by the Club for curling (i.e. October to April)
- Five to six months use for multi-purpose activities (e.g. spring hockey/ringette; pickle ball, ball hockey, day camps, etc.) to be determined in a formal agreement as to whom will manage, either the City or the Club.
- Regional high-performance centre for curling
- Ability to host National, Regional, and Provincial curling championships of which there are at least 10 opportunities each curling season.

Lease

Perpetual lease to be developed for a formal agreement between the Club and the City, for use of the proposed facility for curling and/or other activities, with lease fees to be waived in consideration of the capital contribution for the Club towards the proposed facility.

The lease will also outline how the proposed facility will be maintained and operated, including, but not limited to, the following responsibilities:

- Capital repairs
- On-going facility maintenance
- Major event coordination
- Ice making/maintenance equipment

Operations and Accessibility

During the curling season, the Club agrees to organize regular games and leagues; recreational curling events; provincial, regional and national events; and learn to curl opportunities, including for youth and diverse populations, (e.g. seniors, persons with disabilities, Indigenous peoples, etc.)

Facility Design

The Board, on behalf of the Club, has engaged the architectural services of Nine Yards to develop a conceptual design and costing documents. The Club agrees to provide these documents to the City for reference and future planning.

The City agrees that the Club will have at least two representatives on the Committee that will have oversight for the design of the proposed facility.

Curling Rocks

The Board, on behalf of the Club, recently purchased four sets of championship quality curling stones (value $90,000) to be used in the proposed facility.

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Duration/Termination

This MOU shall become effective upon signature by the authorized officials from the Club and the City, and will remain in effect until modified, replaced by a formal lease agreement, facility completion, or termination by any one of the parties by mutual consent.

Contact Information

Philip Brown
Mayor
City of Charlottetown

Blair Weeks
President
Charlottetown Curing Club (1979) Limited

Brad MacConnell
Chief Administrative Officer
City of Charlottetown

Dean Mac Donald
Vice-President
Charlottetown Curling Club (1979) Limited

Signatures

Witness

Per the City of Charlottetown

Witness

Per the Charlottetown Curling Club (1979) Limited

DRAFT

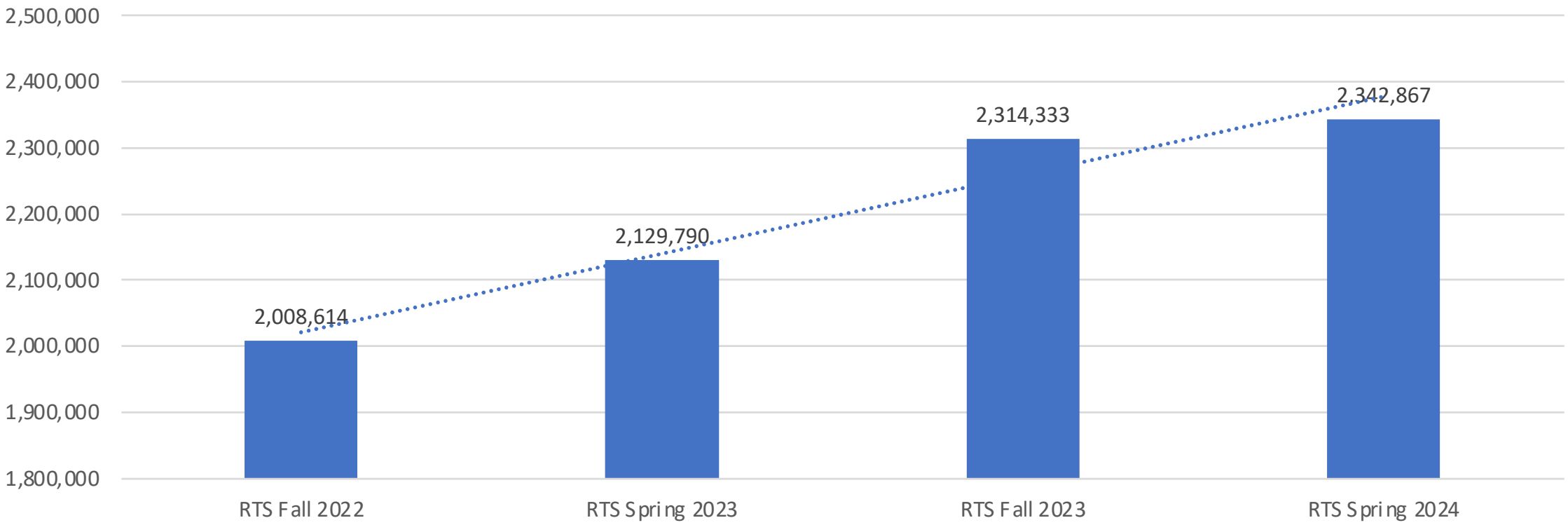


Curling Participation

Numeris RTS Data

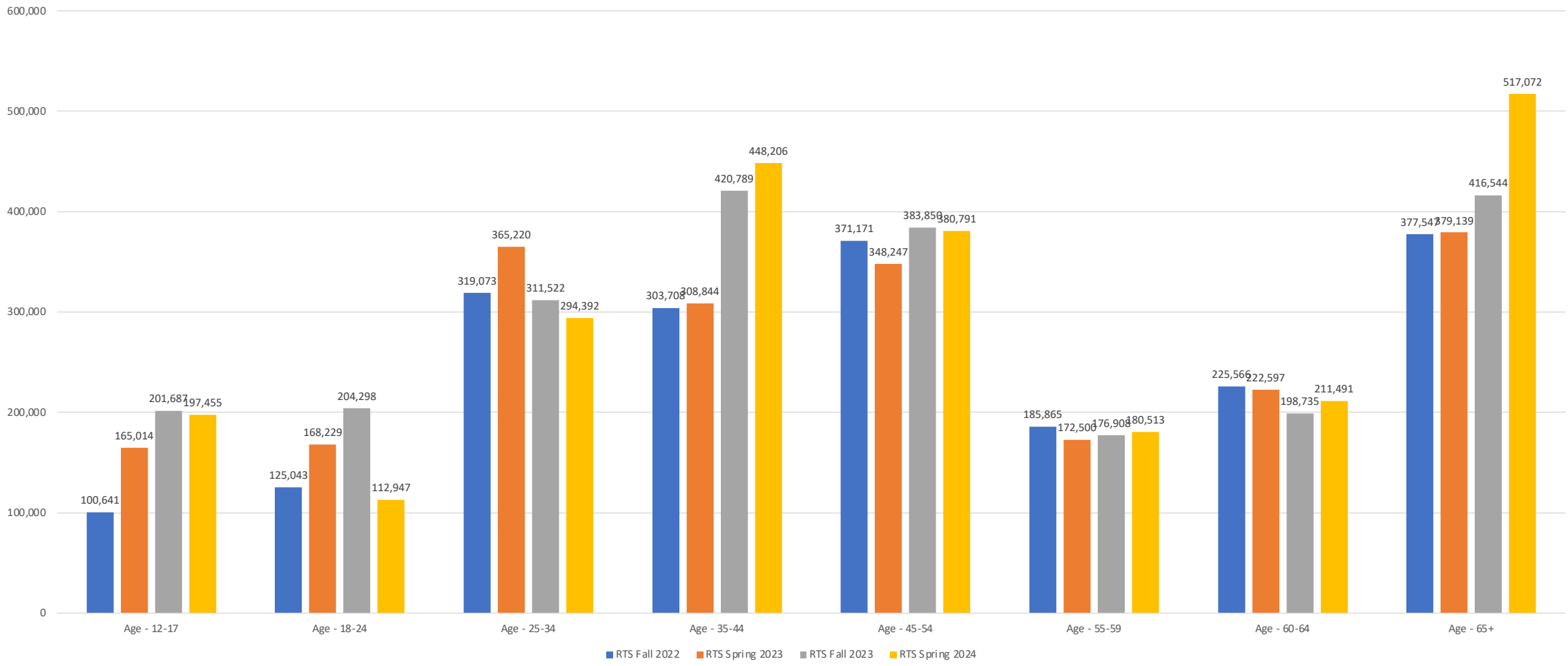
Spring 2024 Update

Total Canadian Curlers 12+
Source: Numeris RTS

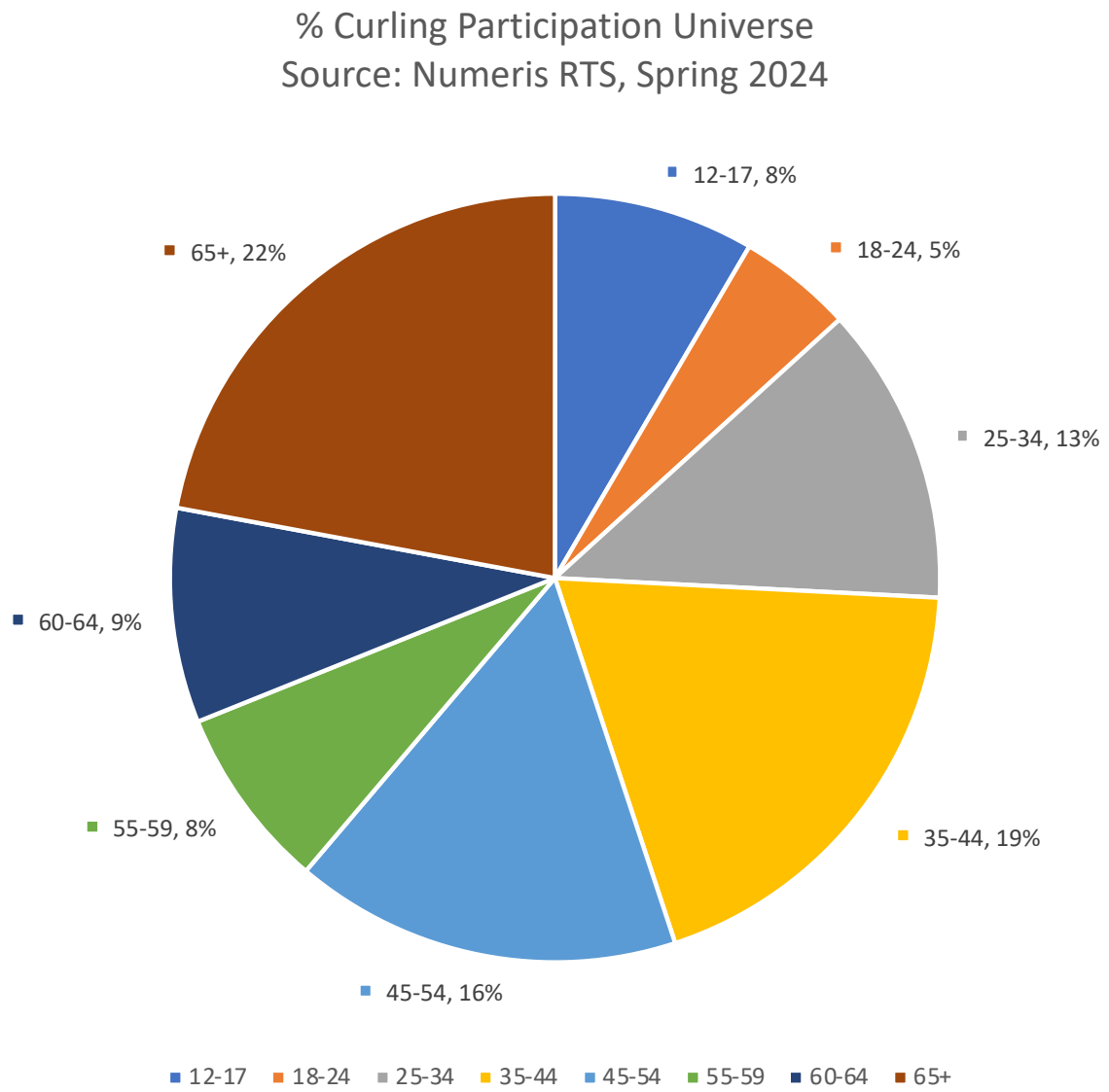


Overall participation increases slightly keeping pace with population growth (1.2%).

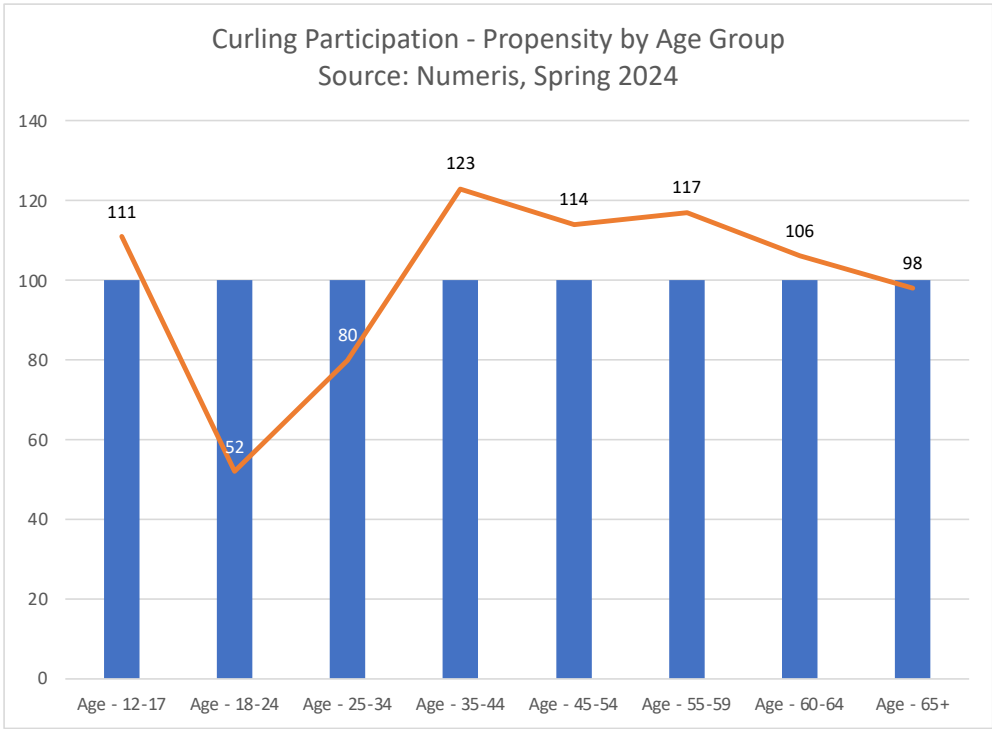
Sports Activities - Curling Participation



Sports Activities - Curling Participation					
Numeris Data Release	**RTS Fall 2022**	**RTS Spring 2023**	**RTS Fall 2023**	**RTS Spring 2024**	**Vs. F23**
Age - 12+	2,008,614	2,129,790	2,314,333	2,342,867	**101%**
Age - 18+	1,907,973	1,964,776	2,112,646	2,145,412	**102%**
Age - 12-17	100,641	165,014	201,687	197,455	**98%**
Age - 18-24	125,043	168,229	204,298	112,947	**55%**
Age - 25-34	319,073	365,220	311,522	294,392	**95%**
Age - 35-44	303,708	308,844	420,789	448,206	**107%**
Age - 45-54	371,171	348,247	383,850	380,791	**99%**
Age - 55-59	185,865	172,500	176,908	180,513	**102%**
Age - 60-64	225,566	222,597	198,735	211,491	**106%**
Age - 65+	377,547	379,139	416,544	517,072	**124%**


% Curling Participation Universe
Source: Numeris RTS, Spring 2024
12-17, 8%
18-24, 5%
25-34, 13%
35-44, 19%
45-54, 16%
55-59, 8%
60-64, 9%
65+, 22%
12-17
18-24
25-34
35-44
45-54
55-59
60-64
65+

Curling Participation - Propensity By Age Group, Source: Numeris Spring 2024					
Age Demographics	**General Population**	**Vertical %**	**Curling Participants**	**Vertical %**	**Index %**
Age - 12+	34,460,173		2,342,867		
Age - 12-17	2,606,105	**8%**	197,455	**8%**	**111%**
Age - 18-24	3,203,253	**9%**	112,947	**5%**	**52%**
Age - 25-34	5,420,330	**16%**	294,392	**13%**	**80%**
Age - 35-44	5,354,726	**16%**	448,206	**19%**	**123%**
Age - 45-54	4,932,842	**14%**	380,791	**16%**	**114%**
Age - 55-59	2,276,323	**7%**	180,513	**8%**	**117%**
Age - 60-64	2,922,867	**8%**	211,491	**9%**	**106%**
Age - 65+	7,743,727	**22%**	517,072	**22%**	**98%**



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Parks, Recreation and Leisure Activities #1

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Councillor Kevin Ramsay

Seconded by Councillor Terry Bernard

RESOLVED:

That Council does not approve the renaming of the Coop Sports Field to the Alysha Corrigan Sports Field located in Queen Elizabeth Park in accordance with the Municipal Property Naming Policy (P-Admin-03).

City of Charlottetown Committee Report

Report No: PR-2026-18

Date: September 17, 2026 (updated from August 17)

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Attachments:

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Christopher Drummond, Assistant Manager

Report Title:
Commemorative Naming Request – Coop Field

Report Purpose:
To bring forward a request for consideration to rename the Coop Field.

Staff Recommendation:
That Council does not approve the renaming of Coop Sport Field located in Queen Elizabeth Park in accordance with the Municipal Property Naming Policy (P-Admin-03). The policy advises that applications for people or persons will only be accepted after the people or person(s) have retired from activity of service that forms the basis of the request.

Report Details:
September 17, 2026
At the PRLA Committee held on August 17, 2026, there was a discussion on this request and why the application form included the following criteria, "please note that applications for people or persons will only be accepted after the people or person(s) have retired from activity of service that forms the basis of the request." A municipal naming policy may require an athlete or player to be retired before a facility, field, or other municipal asset can be named in their honor for several governance reasons.

The main rationale is that the municipality is making a permanent or long-term public commemoration, rather than recognizing a current achievement. Waiting until retirement allows the municipality to assess the person's complete contribution, legacy, conduct, and connection to the community before attaching their name to a public asset.

It also helps the municipality:

- Avoid premature recognition. An active athlete's career and public record are still developing.
- Reduce reputational risk. Subsequent conduct, disciplinary matters, criminal proceedings, controversies, or other events can place the municipality in the difficult position of reconsidering a naming decision.
- Maintain objectivity. Naming something after an active player can look like endorsement, promotion, favoritism, or recognition based on current popularity rather than sustained contribution.
- Ensure equitable treatment. Retirement creates a relatively clear point at which athletes from different generations and sports can be evaluated on their overall accomplishments.
- Distinguish naming from awards. Municipalities can recognize current athletes through certificates, awards, ceremonies, banners, or temporary acknowledgements while reserving permanent naming for established legacies.
- Avoid commercial or contractual complications. Active professional athletes may have sponsorships, endorsements, team affiliations, intellectual-property arrangements, or other commercial interests that can complicate use of their name.
- Limit renaming requests. If a municipality begins naming fields after athletes during their careers, it can become difficult to establish why one current athlete qualifies while another does not.

Therefore, the staff recommendation remains the same as previously recommended, since staff have to adhere to the current policy's criteria.

August 17, 2026

On January 14, 2026, a request was received by the Mayor's office from MLA Carolyn Simpson for the City of Charlottetown to consider renaming the Coop Field, located at the bottom of Queen Elizabeth Drive, after Alysha Corrigan. This request was forwarded by the Mayor's EA to the Parks and Recreation Department.

MLA Simpson was provided with the City's Municipal Property Naming Policy and accompanying Commemorative Naming Application Form. MLA Simpson was advised that in order to consider such a request that this form would need to be completed first.

On March 26, 2026, a second letter was received by the Mayor's Office from MLA Simpson and was forwarded to the Parks and Recreation Department. In this information package there was a letter of support from MLA Simpson, the completed Commemorative Naming Application Form, a letter of support from Alysha Corrigan supporting this initiative along with some other background information.

After careful review, Parks and Recreation staff acknowledge Ms. Corrigan's significant accomplishments and contributions to the sport of rugby. Her success in representing Canada at the Pan American Games, the Olympic Games, and the Women's Rugby World Cup, and earning silver medals at each of those events, is commendable. However, based on the criteria outlined in the Commemorative Naming Application Form which states that applications for people or persons will only be accepted after the people or person(s) have retired from activity of service that forms the basis of the request.

As a result, Parks and Recreation staff are not recommending that Coop Field be renamed Alysha Corrigan Field. Staff nevertheless recognize Ms. Corrigan's achievements as a source of pride for the community and extend appreciation for the opportunity to review this request.

Council or Committee History:
August 17, 2026 – PRLA Committee Meeting

Financial Implications: None	
Public Engagement and Communication: None	
Legislative Authority: MGA Part 5 – Municipal Administration	
Strategic Alignment: Governance and Civic Engagement / Infrastructure and the Environment	
Reviewed By:	
Manager FQ September 16, 2026	**CAO/Director** RDM September 16, 2026
Committee Recommendation: (if differing from staff): (August 17, 2026) Moved by Councillor Doiron and Seconded by Mayor Brown that the Committee opposes staff's recommendation and that the Committee recommends to Council that the Coop Sport Field be renamed the Alysha Corrigan Field. Discussion was held on the resolution that should be brought to Council, since there was an opposing view. Staff will obtain clarification on the resolution to be brought to Council. Since further clarification was requested, this information will be brought back to the committee before a resolution is brought to Council.	

Seniors Engagement Committee
August 6, 2026 at 12:15 PM
Sherwood Room - City Hall

Present: Jacinta Campbell
Darlene Hughes
Bruce MacIsaac
Diane Smith
Joanne Ings (Note Taker)

Also Present: Breanna Buell, APC
Jess Doyle, eHealth Implementation & Change Lead

Regrets: Jay Nogler

1. Call To Order

Meeting called to order at 12:15 by Jacinta Campbell Co-Chair.

2. Declarations of Conflict of Interest

None declared.

3. Approval of Agenda

Agenda approved by Diane Smith and seconded by Bruce MacIsaac that the agenda for Thursday August 6, 2026 be approved. CARRIED

4.**Adoption of Minutes**

Minutes approved by Darlene Hughes and seconded by Joanne Ings that the minutes for Thursday, June 4, 2026 be approved. CARRIED

5. Business Arising from the Minutes

a. The APC noted that the New Horizons Grant application was submitted for the Winter 2027/2028 project, based on discussions and recommendations from the committee. The application was submitted by the deadline.

b. The use of cell phones during meetings was discussed following a comment received from a guest. The committee has taken the concern under advisement. Members agreed that cell phones will be kept on silent during meetings and used only when necessary to access the meeting agenda and supporting documents. This is in keeping with the expectations outlined in the Public Appointment Code of Conduct.

6. Introduction of New Business

a. The guest speaker was introduced and presented to the committee information on the MyPEI and MyHealthPEI digital platforms. As a committee we are interested in possibility of

partnering through some of our seniors programming. We will discuss this at our next meeting in September.

b. The committee received an update from APC on successful funding grants from the Seniors Secretariat (Golden Wisdom Speaker Series $2400) and the Community Meal Program ($4100). We will discuss details at our September meeting.

c. Joanne Ings brought to the committee's attention the recent release of the Province's Seniors Action Plan. She will send to link to the report to committee members.

7. Adjournment of Public Session

Meeting adjourned at 1:15 p.m. by Diane Smith CARRIED

WATER AND SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
OCTOBER 13, 2026

The Water and Sewer Utility Committee did not meet in September.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
October 13th, 2026

The Finance, Audit Tendering & Administration Committee met on Wednesday, October 7th, 2026, at 12:00 p.m. for its regular meeting.

There is one (1) anticipated resolution from the closed session for your consideration.

Respectfully submitted,

Councillor John MacAleer, Chair

Finance, Audit, Tendering, & Administration Committee
Wednesday, October 7th 2026.
12:00 pm. Parkdale Room.

DRAFT

Present: **Councillor John McAleer (Chair).**
Councillor Terry Bernard.
Deputy Mayor Alanna Jankov (Teams).
Amy McQuillan, Manager of Finance.
Nancy Milligan, AA.
Brad MacConnell, CAO.

Guests: **Michael Ruus – Director of Integrated Growth.**
Richard MacEwen – Director of Community Services.
Tim Jenkins – Interim Fire Chief.

Regrets: **Mayor Philip Brown.**

1. **Call to Order.**
   The Chair called the meeting to order at 12:00 pm.

2. **Declarations of Conflict of Interest.**
   None.

3. **Approval of Agenda.**
   Motion to approved agenda was moved by Councillor Bernard and seconded by Deputy Mayor Jankov.
   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov.
   Motion Carried.

5. **Business Arising from Minutes.**
   Councillor Bernard had previously asked for a listing of Capital projects and their timelines and is looking for an update on that list. Amy McQuillan confirmed that the list was part of the plan for the 2027-28 budget process, but she can provide a listing for the current fiscal as well if he would prefer. Councillor Bernard confirmed that he would like that list to be provided.

   Action: List of current Capital projects and their timelines for the current fiscal year will be provided.
   Lead: Amy McQuillan – Manager of Finance.

6. Discussions/Reports

a. Report 09-2026-01 – Fire Department Budget Transfer – Tim Jenkins – Interim Fire Chief.

Report was presented to provide members of the committee with information regarding a Capital Funds Budget Transfer.

After review of capital funds approved for fiscal 2026/2027, the department has determined that a transfer of funds between capital accounts will more effectively address the department's current needs.

1. Due to increased costs and newly identified materials, we have determined that we will most likely exceed our current capital fund allotment for small equipment.
2. Enhancements to our radio system coverage hardware and replacement of some of our paging and redundant alerting systems is required.
3. Funds previously allotted to SCBA replacements have been identified as a low priority.

The transfer proposed is as follows:

Transfer from:
011-3700-54035-5409 - $185,000.00

Transfer to:
011-3700-54035-5408 - $100,000.00
011-3700-54035-5410 - $85,000.00

Motion to approve budget transfer was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov.
Motion Carried.

Action: Budget Transfer will be actioned by Finance Department.
Lead: Amy McQuillan – Manager of Finance.

b. Report FIN-20-2026 – Request from Habitat for Humanity – Michael Ruus – Director of Integrated Growth.

Report was presented to seek Council's consideration of the transfer of municipally owned property located on Beach Street to Habitat for Humanity for the development of affordable homeownership units and to authorize Administration to proceed with the statutory process required under Section 143 of the *Municipal Government Act* for the disposal of municipal land below fair market value.

Habitat PEI has expressed interest in acquiring the Beach Street parcels to construct affordable housing units aimed at supporting working families facing housing insecurity in Charlottetown. Their model promotes community engagement through volunteerism and sustainable development via affordable mortgages that are reinvested into future projects.

The City owns a parcel of land located on Beach Street that has been identified as having potential for residential development. Administration has been approached regarding the possibility of transferring the property to Habitat for Humanity, a charitable organization whose mission includes creating affordable homeownership opportunities for families through community partnerships and volunteer support.

The proposed transfer would facilitate the development of affordable homeownership units, supporting municipal objectives related to housing affordability, community development, and the creation of attainable housing opportunities for residents.

As the proposed transfer would occur for less than fair market value, the disposition must comply with Section 143 of the *Municipal Government Act*. The Act permits municipalities to sell, grant, transfer or otherwise dispose of land below fair market value, provided the municipality follows the prescribed notice and public decision-making process.

These requirements include:

- A description of the municipal land or interest in it;
- The person or entity who is proposed to acquire the land or interest;
- The nature and, if applicable, the term of the proposed disposition;
- The fair market value of the land or interest in it; and
- The consideration to be received by the municipality.

The proposal is consistent with the housing objectives contained within the City of Charlottetown's Official Plan. Section 4.5.1(e) directs the City to work with community partners to create and expand transitional, supportive, community and affordable housing, while Section 4.5.1(h) supports community and affordable housing throughout Charlottetown's neighbourhoods.

Habitat for Humanity's affordable homeownership model directly supports these policy objectives and represents an opportunity for the City to leverage municipally owned land to help address local housing needs. By facilitating the development of affordable homeownership units on the subject property, Council would be advancing the City's stated objective of supporting community and affordable housing throughout Charlottetown and fostering partnerships that contribute to housing affordability.

Any future transfer agreement should be subject to:

1. Completion of the statutory notice requirements under Section 143 of the *Municipal Government Act*;
2. Completion of any required subdivision process;
3. Compliance with applicable zoning requirements;
4. Compliance with all applicable development and building requirements;
5. Execution of an agreement satisfactory to the City Solicitor and Administration; and
6. Any additional conditions deemed appropriate by Council.

To proceed with consideration of this request, the next steps are:

1. **Public Notice and Disposal Process**
   Proceed with public notice for the disposal of municipal land in accordance with the Municipal Government Act Regulations.
2. **Property Survey and Subdivision**
   Finalize property surveys and initiate the subdivision process to define the parcels intended for donation.
3. **Zoning Map Amendment**
   Initiate the process to amend the zoning map to accommodate the proposed residential development, ensuring alignment with the City's Official Plan and Zoning and Development Bylaw.

Deputy Mayor Jankov asked for confirmation the cost of the donation for the City and taxpayers. Director Ruus confirmed that the cost would be the legal fees associated with the donation, and the value of the land would be considered a loss but no additional cost to the City.

Councillor Bernard noted that based on the survey provided, this might be able to split into 3 lots instead of the current 2. That might be something worth looking into before moving forward.

Motion to move this on to Council was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov.
Motion Carried.

Action: Report will be brought forward to Council with the recommendation from Committee to proceed.
Lead: Michael Ruus – Director of Integrated Growth.

c. Report FIN-19-2026 – Update on Operational Matters of Interest – Amy McQuillan – Manager of Finance.
Report was presented to provide members of the committee with information regarding operational matters believed to be of interest.

Audit Update

The year-end audit is progressing well however we will not meet our deadline of October 15 to get a copy of our audited financials to the province. This is due to back log of information that is still to be reconciled from the strike last summer and the finance department missing key staff most of the year. The CAO has reached out to Hon. Minister Dollar to request an extension to November 30.

Budget Update

The Innovation Task Force is finalizing a budget calendar and process for the CAO to review and approve. Once it is complete, it will be shared with department leaders and council. Budget engagement plans are being finalized with potential to combine this year's engagement with strategic plan engagement activities.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Truck Hire for Snow Hauling	Open	October 2, 2026	October 20, 2026			
Supply of Hired Equipment Bucket Loader & Excavator for Moving Snow	Open	October 2, 2026	October 20, 2026			
Police Station Upgrades	Open	October 1, 2026	October 16, 2026			
Winter Street Services – Northwest Route	Open	September 14, 2026	October 8, 2026			
Winter Street Services – Northeast Route	Open	September 14, 2026	October 8, 2026			
Snow Clearing of Municipal Properties	Open	September 22, 2026	October 7, 2026			
Municipal Buildings Garbage Removal	Open	September 23, 2026	October 22, 2026			
Disc Golf Course Design & Build	Closed	September 15, 2026	September 29, 2026	3		
Towing Services	Closed	September 15, 2026	September 29, 2026	1		
Biosolids Receiving, Handling, Storage & Utilization	Closed	September 10, 2026	October 1, 2026	4		
12 MacAleer Drive – Priority 1 Upgrades	Closed	September 3, 2026	September 28, 2026	3	Yes	MacLean Construction
Consulting Services – Mt Edward Rd. Transit Building Upgrades	Closed	September 1, 2026	September 29, 2026	1		

2026 Street Resurfacing Package C	Closed	September 11, 2026	September 28, 2026	3		
North River Road and Capital Drive Intersection Upgrades	Closed	September 4, 2026	September 22, 2026	2	Yes	Awarded to Birch Hill Construction
Charlottetown City Hall Generators	Closed	September 4, 2026	October 1, 2026	5		
2026 Sidewalks – Package B	Closed	August 20, 2026	September 4, 2026	6	Yes	Awarded to Earthform
Water & Sewer Utility – Preliminary Engineering Design Treatment	Closed	August 11, 2026	September 2, 2026	2	Yes	Awarded to CBCL
Hermitage Creek Trails Restoration	Closed	August 6, 2026	August 20, 2026	3	Yes	KD Construction
Norwood Road Multi-Use Pathway	Closed	August 4, 2026	August 20, 2026	5	Yes	Awarded to Island Coastal
VP Tennis Courts Accessible Path	Upcoming					

Councillor Bernard asked if public engagement planned to be offsite this year. He noted that last year some town hall meetings were planned but were not well attended. He asked if it was a good use of staff resources if the engagement wasn't there. It was decided that staff would continue to plan offsite engagement in the hopes that word will spread and they will have better attendance this year, then we can review for following years if required.

Action: None, report was for information purposes only

7. **Introduction of New Business.**
   None.

8. **Motion to move into a Closed Session as per section 119 (1) (e) of the Municipal Government Act of PEI.**
   119 (1) (e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations.
   Topic: Lease Agreement.

   Motion was moved by Councillor Bernard and seconded by Deputy Mayor Jankov that the meeting move to closed session at 12:29 pm.
   Motion Carried.

   Meeting moved back to open session at 12:45 pm.

9. Business Arising from the Closed Session (If Applicable).

An anticipated resolution will be prepared for Council based on discussions in a closed session at the next regular meeting of Council.

10. Adjournment

Motion to adjourn was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov.

Motion Carried.

Meeting adjourned at 12:47 pm.

_____

Chair: Councillor John McAleer.

City of Charlottetown Committee Report

Report No: 09-2026-01

Date: September 15, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- Budget Transfer Attachment

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
Interim Fire Chief Tim Jenkins

Report Title:
Capital Budget Transfer

Report Purpose:
For information to be forwarded to Finance Committee.

Staff Recommendation:
That Council receive this report as information and recommends approval from Finance Committee.

Report Details:
Funds Transfer –

After review of capital funds approved for fiscal 2026/2027, the department has determined that a transfer of funds between capital accounts will more effectively address the department's current needs.

1. Due to increased costs and newly identified materials, we have determined that we will most likely exceed our current capital fund allotment for small equipment.
2. Enhancements to our radio system coverage hardware and replacement of some of our paging and redundant alerting systems is required.
3. Funds previously allotted to SCBA replacements have been identified as a low priority.

Council or Committee History:
- **N/A**

Financial Implications:
- $185,000 approved funding transfer between accounts. No additional funds are required.

Public Engagement and Communication:
- N/A

Legislative Authority:

- MGA

Strategic Alignment:

- Our commitment – Transparency to Strength, Accountability and Trust.

Reviewed By:

Manager / Director	**CAO**
T. Jenkins	B. MacConnell

Committee Recommendation: (if differing from staff:

City of Charlottetown

Transfer of Budget Funds Form

Department: Fire

Date: September 8, 2026

TRANSFER FROM		
Amount	Account No.	Name
$185,000.00	011-3700-54035-5409	Self Contained Breathing
$ 185,000.00		

TRANSFER TO		
Amount	Account No.	Name
$100,000.00	011-3700-54035-5408	Small Equipment
$ 85,000.00	011-3700-54035-5410	Communication Equipment
$ 185,000.00		

REASON
Relocate funding to priority accounts

Interim Fire Chief Tim Jenkins

Manager

Director

Finance department may affect budget transfers of less than $10,000 within a department upon written request authorized by the department manager and her/his director.

All other transfer requests shall be advanced to the Finance department authorized by the manager of the department from which funds are requested to be transferred.
Such transfer requests will be advanced to the Finance Committee for consideration.

City of Charlottetown Committee Report	**Report No: FIN-20-2026.** **Date:** October 7, 2026
Directed to Council through the following Committee: Finance **Reporting Department:** Finance, Audit, Tendering & Administration **Other Associated Departments:** **Prepared by:** Michael Ruus, Director of Integrated Growth	**Attachments:** City of Charlottetown Beach Street Letter Preliminary Plan of Survey Showing Parcel R-1, Lot 26-1, & Lot 26-2

Report Title:
Request from Habitat for Humanity PEI – Donation of Beach Street Properties

Report Purpose:
To seek Council's consideration of the transfer of municipally owned property located on Beach Street to Habitat for Humanity for the development of affordable homeownership units and to authorize Administration to proceed with the statutory process required under Section 143 of the *Municipal Government Act* for the disposal of municipal land below fair market value.

Staff Recommendation:
That Finance Committee recommend and Council authorize Administration to proceed with the consideration of the disposal of the municipally owned Beach Street property to Habitat for Humanity for the purpose of developing affordable homeownership units, in accordance with Section 143 of the *Municipal Government Act*, and further that Administration undertake the required public notice process and any necessary due diligence, with any future transfer being subject to subdivision approval, zoning compliance, development approval, building permit requirements, and such other terms and conditions as may be required by Council.

Background:
Habitat PEI has expressed interest in acquiring the Beach Street parcels to construct affordable housing units aimed at supporting working families facing housing insecurity in Charlottetown. Their model promotes community engagement through volunteerism and sustainable development via affordable mortgages that are reinvested into future projects.

The City owns a parcel of land located on Beach Street that has been identified as having potential for residential development. Administration has been approached regarding the possibility of transferring the property to Habitat for Humanity, a charitable organization whose mission includes creating affordable homeownership opportunities for families through community partnerships and volunteer support.

The proposed transfer would facilitate the development of affordable homeownership units, supporting municipal objectives related to housing affordability, community development, and the creation of attainable housing opportunities for residents.

As the proposed transfer would occur for less than fair market value, the disposition must comply with Section 143 of the *Municipal Government Act*. The Act permits municipalities to sell, grant, transfer or otherwise dispose of land below fair market value, provided the municipality follows the prescribed notice and public decision-making process.

These requirements include:

- A description of the municipal land or interest in it;
- The person or entity who is proposed to acquire the land or interest;
- The nature and, if applicable, the term of the proposed disposition;
- The fair market value of the land or interest in it; and
- The consideration to be received by the municipality.

The proposal is consistent with the housing objectives contained within the City of Charlottetown's Official Plan. Section 4.5.1(e) directs the City to work with community partners to create and expand transitional, supportive, community and affordable housing, while Section 4.5.1(h) supports community and affordable housing throughout Charlottetown's neighbourhoods.

Habitat for Humanity's affordable homeownership model directly supports these policy objectives and represents an opportunity for the City to leverage municipally owned land to help address local housing needs. By facilitating the development of affordable homeownership units on the subject property, Council would be advancing the City's stated objective of supporting community and affordable housing throughout Charlottetown and fostering partnerships that contribute to housing affordability.

Any future transfer agreement should be subject to:

1. Completion of the statutory notice requirements under Section 143 of the *Municipal Government Act*;
2. Completion of any required subdivision process;
3. Compliance with applicable zoning requirements;
4. Compliance with all applicable development and building requirements;
5. Execution of an agreement satisfactory to the City Solicitor and Administration; and
6. Any additional conditions deemed appropriate by Council.

Next Steps:
To proceed with consideration of this request, the next steps are:

1. **Public Notice and Disposal Process**
   Proceed with public notice for the disposal of municipal land in accordance with the Municipal Government Act Regulations.
2. **Property Survey and Subdivision**
   Finalize property surveys and initiate the subdivision process to define the parcels intended for donation.
3. **Zoning Map Amendment**
   Initiate the process to amend the zoning map to accommodate the proposed residential development, ensuring alignment with the City's Official Plan and Zoning and Development Bylaw.

Council or Committee History:
Finance, Audit, Tendering & Administration – August, 2025
Regular Meeting of Council – August, 2025

Financial Implications:
The proposed transfer would constitute a disposition of municipal land below fair market value. The financial impact will be equivalent to the market value of the lands being transferred ($150,000 appraised value), in addition to associated legal and surveying costs.

Public Engagement and Communication:
Public Notice

Legislative Authority:
Municipal Government Act –Section 143

Strategic Alignment:
Community-Building and Placemaking
Governance and Civic Engagement
Inclusive Economic Growth
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director** **M. Russ – Director of Integrated Growth**

Committee Recommendation: (if differing from staff)

30 YEARS Habitat for Humanity® Prince Edward Island

We bring people together to build homes, communities, & hope.

October 1, 2026

Mayor Philip Brown and Members of Council
City of Charlottetown
199 Queen Street
Charlottetown, PE
C1A 4B7

Subject: Request for Donation of Beach Street Properties to Habitat for Humanity PEI

Dear Mayor Brown and Members of Council,

On behalf of Habitat for Humanity Prince Edward Island, I am writing to respectfully request the donation of the City-owned properties located on Beach Street to our organization for the development of affordable homeownership units.

Habitat PEI is committed to building strength, stability, and self-reliance through affordable homeownership. With the growing need for attainable housing in Charlottetown, these properties present a valuable opportunity to create a lasting impact for families in our community who are currently facing housing insecurity.

By donating these parcels to Habitat PEI, the City would be directly supporting the development of safe, decent, and affordable homes for working families. Our model ensures that homeowners contribute volunteer hours to the community and repay an affordable mortgage, which is reinvested into future builds, creating a sustainable cycle of community development.

We would welcome the opportunity to meet with City staff and Council to discuss this proposal further and explore how we can collaborate to address the housing challenges facing Charlottetown. Please reach out to Bev Beaton, Habitat PEI's Interim CEO to coordinate future discussions and opportunities.

Thank you for your consideration and your continued support of affordable housing initiatives in our city.

Sincerely,

Jordan MacDonald
President
Habitat for Humanity PEI

INTENT OF SURVEY

PARCEL R-1, LOT 26-1, AND LOT 26-2 ARE PROPOSED SEVERANCES OF LANDS IDENTIFIED AS PID 365585 IN POSSESSION OF CITY OF CHARLOTTETOWN.

PARCEL R-1 IS PROPOSED TO BE DEDICATED AS PUBLIC ROAD (BEACH STREET).

NOTES

1. PROPERTY REGISTRY INFORMATION SHOWN HEREON OBTAINED FROM THE GEOMATICS INFORMATION CENTRE, TAXATION AND PROPERTY RECORDS, A DIVISION OF THE PEI DEPARTMENT OF FINANCE.

2. THIS PLAN IS METRIC AND ALL DISTANCES ARE IN METRES UNLESS OTHERWISE SPECIFIED.

3. DIRECTIONS ARE AZIMUTHS REFERENCED TO GRID NORTH.

4. AZIMUTHS AND COORDINATES SHOWN ON THIS PLAN ARE REALIZED FROM A DOUBLE STEREOGRAPHIC PROJECTION REFERENCED TO NAD83 (CSRS) EPOCH 2010, ELEVATIONS SHOWN HEREON ARE REFERENCED TO THE CANADIAN GEODETIC VERTICAL DATUM (CGVD2013), AS ACCESSED FROM THE PRINCE EDWARD ISLAND ACTIVE CONTROL NETWORK. LOCAL PRINCE EDWARD ISLAND CONTROL MONUMENTS WERE ALSO OBSERVED AND THE VALUES SHOWN ON THIS PLAN ARE THE VALUES AS OBSERVED DURING THIS FIELD CAMPAIGN USING THIS NETWORK.

5. DATES OF FIELDWORK –

COORDINATE TABLE

POINT NUMBER	NORTHING	EASTING

City of Charlottetown Committee Report

Report No: FIN-19-2026

Date: Oct 07, 2026

Directed to Council through the following Committee: Finance, Audit, Tendering & Administration

Reporting Department: Finance

Other Associated Departments: None

Prepared by:
- Amy McQuillan, Manager of Finance

Attachments:
- Financial Report as of Aug 31st 2026
- Capital Report as of Aug 31st 2026

Report Title:
- Update to Committee on Operational Matters of Interest

Report Purpose:
- To provide members of the Finance, Audit, Tendering and Administration Committee with information regarding operational matters believed to be of interest to members of the committee.

Staff Recommendation:

No recommendation. This report is for information purposes only.

Report Details:

Audit Update

The year-end audit is progressing well however we will not meet our deadline of October 15 to get a copy of our audited financials to the province. This is due to back log of information that is still to be reconciled from the strike last summer and the finance department missing key staff most of the year. The CAO has reached out to Hon. Minister Dollar to request an extension to November 30.

Budget Update

The Innovation Task Force is finalizing a budget calendar and process for the CAO to review and approve. Once it is complete, it will be shared with department leaders and council. Budget engagement plans are being finalized with potential to combine this year's engagement with strategic plan engagement activities.

Tenders/RFPs/RFQs Update

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Water & Sewer Utility – Preliminary Engineering Design Treatment	Closed	August 11, 2026	September 2, 2026	2	Yes	Awarded to CBCL
Hermitage Creek Trails Restoration	Closed	August 6, 2026	August 20, 2026	3	Yes	KD Construction
Norwood Road Multi-Use Pathway	Closed	August 4, 2026	August 20, 2026	5	Yes	Awarded to Island Coastal
VP Tennis Courts Accessible Path	Upcoming					

Financial Implications:

- All items are budgeted.

Public Engagement and Communication:

- The Tendering and RFP information are posted on the City's website.

Legislative Authority:

- In accordance with Section 93(3)(m) of the Municipal Government Act, the chief administrative officer shall ensure that the financial statements and information that the Council may request are provided to the Council.

Strategic Alignment:

Our Purpose:

To provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city.

Reviewed By:

Finance Manager **Amy McQuillan, Oct 6, 2026**	**CAO/Director** **Brad MacConnell Oct 6, 2026**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Five Months Ending Monday, August 31, 2026

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	2026	2025	Funds Available	% of Budget
City Revenues									
Property Taxes	$52,916,036	$52,916,036	$22,020,460		$22,020,460	$20,494,139	$19,575,994	$30,895,576	41.61%
Provincial Grant	26,122,822	26,122,822	10,602,876		10,602,876	9,885,551	8,732,676	15,519,946	40.59%
CUSA 1999 Memorandum of Agreement	140,000	140,000						140,000	0.00%
Licenses	2,200,300	2,200,300	25,123		25,123	1,024,396	1,267,820	2,175,178	1.14%
Parking Garages	500,000	500,000	107,344		107,344	196,923	172,350	392,656	21.47%
Parking Meters	885,514	885,514	285,823		285,823	396,598	348,795	599,691	32.28%
Police	2,091,500	2,091,500	673,627		673,627	387,893	417,897	1,417,873	32.21%
Outside Fire Protection	30,000	30,000				30,000		30,000	0.00%
Utility Administration Fee	205,000	205,000	85,417		85,417	85,417	85,417	119,583	41.67%
Interest	456,422	456,422	442,991		442,991	19,867	332,596	13,431	97.06%
Recreation	1,008,293	1,008,293	261,910		261,910	302,242	170,543	746,383	25.98%
Tourism Accommodation Levy Administration Fee	2,250,000	2,250,000	1,233,040		1,233,040	927,468	1,168,647	1,016,960	54.80%
Municipal Capital Expenditure Grant	5,625,650	5,625,650				334,584		5,625,650	0.00%
Housing Accelerator Fund Revenue	1,777,379	1,777,379	124,796		124,796			1,652,583	7.02%
Other Revenue	3,031,074	3,031,074	279,068		279,068	559,680	513,025	2,752,006	9.21%
City Operating Revenue	99,239,990	99,239,990	36,142,475	0	36,142,473	34,644,758	32,785,760	63,097,517	36.42%
City Expenditures									
General Government Services:									
City Government	3,441,930	3,441,930	1,266,081	1	1,266,082	1,151,899	1,281,302	2,175,848	36.78%
Finance and Audit	1,502,931	1,502,931	476,052		476,052	390,580	387,878	1,026,879	31.67%
Municipal Buildings	2,440,451	2,440,451	1,084,511	79,259	1,163,770	918,005	779,982	1,276,681	47.69%
Insurance	1,077,917	1,077,917	314,695		314,695	338,116	314,695	763,222	29.19%
Communications	46,500	46,500	37,135		37,135	24,091	23,806	9,365	79.86%
Mayor and Council	860,137	860,137	342,400	5,046	347,446	327,935	420,640	512,691	40.39%
	9,369,866	9,369,866	3,520,874	84,306	3,605,180	3,150,626	3,208,303	5,764,686	38.48%
Protective Services:									
Fire Department	6,663,034	6,663,034	2,563,233	31,499	2,594,732	2,302,476	1,916,932	4,068,302	38.94%
Emergency Preparedness - Fiona Funding									
Emergency Preparedness - Fiona Expenses	59,609	59,609				16,157	124,114	59,609	0.00%
Police Department	15,880,937	15,880,937	6,124,392	232,302	6,356,694	5,768,150	5,597,506	9,524,243	40.03%
	22,603,580	22,603,580	8,687,625	263,801	8,951,426	8,086,783	7,638,552	13,652,154	39.60%
Public Works	18,585,753	18,585,753	7,767,883	808,481	8,576,364	6,275,114	6,625,244	10,009,389	46.14%
Fiscal Services	18,932,913	18,932,913	6,889,352		6,889,352	6,922,603	4,064,156	12,043,561	36.39%
Parks and Recreation	6,039,518	6,039,518	2,819,196	141,404	2,960,600	2,288,353	2,193,166	3,078,918	49.02%
Environmental Sustainability	1,582,729	1,582,729	856,027	197,296	1,053,323	717,336	250,840	529,406	66.55%
Planning	2,253,605	2,253,605	932,725	38,363	971,088	974,137	721,784	1,282,517	43.09%
Heritage	953,812	953,812	16,158		16,158	6,592	15,633	937,654	1.69%
Economic Development, Tourism and Culture	3,815,711	3,814,760	2,031,772	606,635	2,638,407	1,300,907	1,505,852	1,176,353	69.16%
Human Resources	1,579,451	1,579,451	524,213	5,338	529,550	466,242	422,743	1,049,901	33.53%
Strategic Priorites & Intergovernmental Cooperation	248,712	248,712	5,395	159,275	164,670	1,436	(14,661)	84,042	66.21%
Transit System	5,837,248	5,837,248	372,659	1,268,439	1,641,098	1,117,697	657,548	4,196,150	28.11%
Information Technology	1,573,500	1,574,451	797,079	224,626	1,021,705	477,431	475,540	552,746	64.89%
Other	5,814,209	5,814,209	1,496,784	500	1,497,284	1,883,362	1,846,328	4,316,925	25.75%
Tourism Accommodation Levy	2,250,000	2,250,000	553,401		553,401	728,680	1,115,547	1,696,599	24.60%
Total City Expenditures	**101,440,607**	**101,440,607**	**37,271,143**	**3,798,464**	**41,069,606**	**34,397,299**	**30,726,575**	**60,371,001**	**40.49%**
Subtotal	**(2,200,617)**	**(2,200,617)**	**(1,128,668)**	**(3,798,464)**	**(4,927,133)**	**247,459**	**2,059,185**	**2,726,516**	**223.90%**

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	2026	2025	Funds Available	% of Budget
Prior Year Operating Surplus (Deficit) - City									0.00%
City Surplus (Deficit)	(2,200,617)	(2,200,617)	(1,128,668)	(3,798,464)	(4,927,133)	247,459	2,059,185	2,726,516	223.90%
Water and Sewer Annual Operations									
Water and Sewer Operating Revenue	17,017,814	17,017,814	5,229,748	(24,090)	5,205,658	5,502,155	5,653,379	11,812,156	30.59%
Water and Sewer Expenditures									
Administration	1,078,276	1,078,276	275,970	3,509	279,479	186,021	279,599	798,797	25.92%
Works & Engineering	6,927,372	6,927,372	2,180,333	377,585	2,557,918	1,799,434	2,144,798	4,369,454	36.92%
Debt Administration	5,022,118	5,022,118	1,851,982		1,851,982	1,972,942	1,920,984	3,170,136	36.88%
Charlottetown Pollution Control Plant	4,006,940	4,006,940	1,304,409	628,923	1,933,332	1,278,217	1,342,757	2,073,608	48.25%
Total Water and Sewer Expenditures	17,034,706	17,034,706	5,612,694	1,010,017	6,622,711	5,236,614	5,688,138	10,411,995	38.88%
Subtotal	**(16,892)**	**(16,892)**	**(382,946)**	**(1,034,107)**	**(1,417,053)**	**265,541**	**(34,759)**	**1,400,161**	**8388.90%**
Prior Year Operating Surplus (Deficit) - Utility	2,409,477	2,409,477	2,409,477	2,409,477	4,818,954	2,409,477	2,409,477	(2,409,477)	200.00%
Water and Sewer Surplus (Deficit)	**2,392,585**	**2,392,585**	**2,026,531**	**1,375,370**	**3,401,901**	**2,675,018**	**2,374,718**	**(1,009,316)**	**142.19%**
Current Year Consolidated Operating Surplus (Deficit)	**191,968**	**191,968**	**897,863**	**(2,423,094)**	**(1,525,232)**	**2,922,477**	**4,433,903**	**1,717,200**	**(794.52%)**

City of Charlottetiown

For the Five Months Ending Monday, August 31, 2026

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
City Capital Budget							
Environment Sustainability and Transit	$11,882,411.00	$11,882,411.00	$979,462.12	$47,538.00	$1,027,000.12	$10,855,410.88	8.64%
Information Technology	775,000.00	775,000.00	24,352.08		24,352.08	750,647.92	3.14%
Fire Department/Emergency Preparedness	9,410,000.00	9,410,000.00	1,140,241.85	1,998,295.85	3,138,537.70	6,271,462.30	33.35%
Parks and Recreation	7,894,500.00	7,894,500.00	210,610.21	3,736,489.10	3,947,099.31	3,947,400.69	50.00%
Police	494,000.00	494,000.00	77,455.37	77,344.13	154,799.50	339,200.50	31.34%
Public Works:							
Urban Beautification	635,000.00	635,000.00	25,931.40	36,477.29	62,408.69	572,591.31	9.83%
Municipal Buildings	7,770,000.00	7,770,000.00	1,194,520.63	2,261,984.23	3,456,504.86	4,313,495.14	44.49%
Traffic and Pedestrian Signals	745,000.00	745,000.00	20,287.26	101,933.70	122,220.96	622,779.04	16.41%
Street Lighting	250,000.00	250,000.00	1,320.00	68,470.11	69,790.11	180,209.89	27.92%
Parkades Major Repairs	3,825,000.00	3,825,000.00	569,504.00	32,844.23	602,348.23	3,222,651.77	15.75%
Land/Property Acquisitions	1,630,000.00	1,630,000.00				1,630,000.00	0.00%
Street Rehabilitation/Intersection Upgrades	25,467,002.00	25,467,002.00	388,906.43	7,494,327.85	7,883,234.28	17,583,767.72	30.95%
Sidewalks and Multipurpose Trails	6,825,000.00	6,825,000.00	1,138,482.89	1,864,389.66	3,002,872.55	3,822,127.45	44.00%
Storm Water Management	1,170,000.00	1,170,000.00	207,623.14	287,186.12	494,809.26	675,190.74	42.29%
Public Works Fleet	2,625,000.00	2,625,000.00	130,732.72	1,845,232.58	1,975,965.30	649,034.70	75.27%
CARI	1,352,200.00	1,352,200.00	397,002.09		397,002.09	955,197.91	29.36%
Eastlink	1,145,000.00	1,145,000.00	417,255.52		417,255.52	727,744.48	36.44%
Total City Capital Projects	**83,895,113.00**	**83,895,113.00**	**6,923,687.71**	**19,852,512.85**	**26,776,200.56**	**57,118,912.44**	**31.92%**
Water and Sewer Capital Budget							
Water and Sewer Utility	13,395,752.00	13,395,752.00	1,188,269.00	3,126,275.35	4,314,544.35	9,081,207.65	32.21%
Total City, Water and Sewer Capital Budget	**97,290,865.00**	**97,290,865.00**	**8,111,956.71**	**22,978,788.20**	**31,090,744.91**	**66,200,120.09**	**31.96%**

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
October 13, 2026

The Environment & Sustainability Committee met on September 29, 2026. The meeting minutes are available in your package.

There are no resolutions for your consideration.

Respectfully submitted,
Councillor Trevor MacKinnon, Chair

DRAFT

Tuesday, September 29, 2026, 12:00 PM
Parkdale Room, 199 Queen Street, Charlottetown

PRESENT: **Mayor Philip Brown**
Councillor Trevor MacKinnon, Chair
Councillor Norman Beck

ALSO:
Richard MacEwen, Director of Community Services
Jessika Corkum-Gorrill, Manager of Environment and Sustainability
Elmira Moghimi, Program Administrative Assistant
Kristen Gore, Climate Action Officer
Sydney Gillis, Sustainability Project Coordinator
Anna Keenan, Sustainable Transportation Officer
Alistair Ozon, Water Coordinator – attend virtually
Amy McQuillan, Manager of Finance

REGRETS: **Councillor Mitchell Tweel**
Brad MacConnell, CAO

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 12:00 PM

2) **Declarations of Conflict of Interest**
There were no conflicts of interest declared.

3) **Approval of Agenda**
It was moved by Councillor Beck that the agenda be approved and seconded by Mayor Brown. Carried.

4) **Approval of Minutes**
It was moved by Mayor Brown and seconded by Councillor Beck, that the minutes from August 25, 2026, be approved. Carried.

5) **Business Arising from the Minutes**

Climate Action Officer, Kristen Gore, provided information to clarify that the climate mitigation workshops being hosted by a student in the Masters of Cleantech program will likely be held at the end of November. Information will be shared with Committee and Council as it becomes available.

Councillor Beck extended congratulations to City staff for a successful Rooted in Art event. The event took place earlier in September and the Councillor was in attendance to view the art that was being created and took note of the exceptional number of public participants that had attended.

The featured artwork that was created at Rooted in Art is being professionally framed before it is put on display in City Hall.

6) <u>Reports/Discussions</u>

a. Climate Action Tracker Get Involved Page - ES 26-26

Climate Action Officer, Kristen Gore, informed the Committee of the new Get Involved page on the Climate Action Tracker platform, which was initially launched in 2025 to monitor and report on the progress of the City's Climate Action Plan. The Tracker provides Council, staff, and residents with accessible means to stay informed on the municipality's implementation of the Climate Action Plan.

The intention of the Get Involved page is to bring together the City's climate-related programs, events, and engagement opportunities in one easily accessible location. This will make it easier for the public to understand how they can participate in the progress of the Climate Action Plan. The Get Involved page will include opportunities ranging from annual events to volunteer opportunities that support climate action and community sustainability. Previously, this information could have been found on the City's website, however, opportunities for public involvement are spread over various sections of the website, which can be hard to navigate.

The Get Involved page consists of four categories: Upcoming Events, Active Programs, Annual Events, and Past Programs and Events. Finally, there is a section where residents can sign up to receive the Environment and Sustainability Department's newsletter, which is released quarterly with the change of the seasons. Staff are considering whether this newsletter moves from quarterly to biannually

Since the launch of the Climate Action Plan, 65% of the actions are either complete or in progress.

In addition to improving access to information, the Get Involved page expands the role of the Climate Action Tracker beyond reporting on the City's progress. It will help to provide residents with clear connection between the goals of the Plan and opportunities available to take action.

b. Flood Protection Rebate Program Update - ES 26-27

Water Coordinator, Alistair Ozon, presented to the Committee a report on the Flood Protection Rebate Program (FPRP) and the events funded by the Government of PEI's Climate Challenge Fund. The City received this grant of $100,000 in 2024, which covered 70% of project costs. This project has since concluded, and a final report has been submitted to the Province.

The FPRB was relaunched in 2025 after staff conducted a thorough assessment to ensure that the program provided the maximum benefit to Charlottetown residents. Low-income households earning less than $75,000 per year could apply for the, "Income Qualifying Stream," which covered 100% of the costs up to $1,500. Through this stream the City would also pay contractor's directly, alleviating the need for homeowners to pay their contractor up front .

Over the course of this successful relaunch, the program helped to fund and support flood protection at 124 residential, Charlottetown properties. Of this total, 89 properties fell under the main rebate stream with an average project cost of $1,748.34 and an average rebate of $822.02. The remaining 35 rebates fell under the

income qualifying stream where the average project cost was $2,366.82 and the average rebate was $1,291.01.

Other items to note include:

- Work covered by rebates
    - 51 rebates for sump pumps, without backup systems (41.13%)
    - 65 rebates for sump pump backup systems (52.42%)
    - 11 rebates for backwater valves (8.87%)
    - 11 rebates for water monitors/alarms (8.87%)
    - 9 rebates for basement drainage upgrades/systems (7.26%)
- Rebate Follow-up Survey responses (n=43, Appendix B)
    - Average experience with the rebate program 4.72 (out of 5)
    - 27.9% of respondents experienced a flooding event within the past three years
        - 47.6% of those who had experienced a flooding event within the past 3 years had their finances and/or mental health impacted
    - The largest barriers to taking action when it comes to flood prevention was “The cost of the work” (53.5%), “uncertainty of what to do…” (44.2%), and “Inability to do the work myself” (34.9%)
    - 18.6% of respondents would not have done the work without the rebate, 27.9% would have completed it but at a later date, and 20.9% were uncertain if they would have completed the work without the rebate

In addition to the FPRP, a series of public workshops were conducted, covering a broad range of topics relating to climate adaptation and resiliency:

- **Climate Conversation: Climate Hope and Anxiety** (ClimateSense)
- **Home Energy Efficiency Workshop** (Holland College Heritage Retrofit Carpentry and Energy Systems Engineering, and Efficiency PEI)
- **Planting Hedgerows Workshop** (PEI’s Department of Agriculture)
- **Building a Rain Garden** (Charlottetown Area Watershed Association and Haute Nature)
- **Mobile Sheep Grazing Pilot/Demonstration** (Quality Sheep/Darryl Stoltz)
- **Resilient Homes Seminar** (Town of Stratford, PEI EMO, HC HRC, Scout Environmental, and the Canadian Home Builders' Association PEI)
- **Wildfire Preparedness: An Educational Session** (PEI Land and Environment)

There remains enough funding within the City’s 2026-2027 operational budget to continue this program for the remainder of the year, to accommodate pre-approved projects. This is a top-up of $40,000 that was committed to this project in anticipation of helping these final residents complete their projects.

Everyone who was intending to participate was able to do so. There is nobody currently on a waitlist to participate but some residents have been preapproved for their work so some funds are held for these projects. For this iteration of the program, residents can only receive one rebate per residential property.

c. Cudmore’s Accessible Cab October Launch - ES 26-28

Anna Keenan, Sustainable Transportation Officer, provided a report to the Committee to inform them of the launch of Cudmore's Accessible Cab service. The City committed $41,902 for the initial two-year pilot of the program. The Province, Stratford, and Cornwall also contributed funding to support Pat and the Elephant's delivery of the service.

City staff have been meeting with Pat and the Elephant and other relevant stakeholders to determine service logistics, risk mitigation monitoring, and to develop an operational plan. A hybrid Toyota Sienna van has been purchased, which is in the process of being decaled. This van will fit up to two wheelchair users at a time, and up to three passengers. The operator has hired and trained drivers and will be prepared to launch this new service in early October.

Pat and the Elephant has been struggling to schedule drivers to operate the accessible cab 24/7, therefore the service may begin with shortened hours and increase as they continue to onboard staff.

Cudmore's Accessible Cab will provide residents with a curb-to-curb, on-demand option for transportation throughout the capital region. This 24-hour service exceeds the availability of both Pat and the Elephant's pre-booking accessible transportation service, as well as public transit. Those wanting to book the accessible cab can call (782) 377-8416. Drivers will be scheduled until 1 a.m. each day and until 3 a.m. on Friday and Saturday, after which a driver will be on-call until 7 a.m.

A working group has been established to oversee the creation of the operational plan for this new service. Members include representatives of Pat and the Elephant, the provincial department of social development and seniors, the Spinal Cord Injury Association, and Ms. Keenan representing the City of Charlottetown. The plan currently covers the following areas:

- Service model
- Business model
- Financial plan
- Communication and community engagement
- Risk assessment and mitigation
- Performance management and evaluation

Some risks that have been identified already are lower than expected ridership, which they are predicting at 15 trips per day, difficulty recruiting drivers, the possibility of vehicle downtime due to maintenance, and the ability to support evolving customer needs.

The operator and City staff will be collecting data such as ridership, demand numbers, time of use, distances travelled, origins and destinations, response times, revenue and costs, and customer satisfaction. These metrics will be summarized and presented to an oversight committee comprised of disability stakeholders and government partners.

Fares for Cudmore's Accessible Cab were determined after a jurisdictional scan and considering costs both of Pat and the Elephant's existing services and pre-existing capital area cabs. The base fare has been set at $8.50, plus $1.60 per kilometre of distance travelled. There is no charge for additional passengers or wait times. It is a key human right principle that people with disabilities do not pay extra costs to utilize a service

such as this one. Public entities should be subsidizing services such as this one. This service will only be available within the capital area.

Councillor Beck suggested that if Cudmore's Accessible Cab is launching at reduced hours, that those hours take place outside of Pat and the Elephant's pre-existing operating hours. This would allow the disability community more options for transit at times that may otherwise not be available.

The City's contribution may be reviewed as the service becomes more established. It is not possible to say how that contribution could be altered at this time.

The operator and City staff will report ridership numbers monthly to the program's oversight committee, however, the ultimate reporting frequency to City Council is yet to be determined.

7) New Business

There was no business arising from the minutes.

Adjournment

It was adjourned by Mayor Brown. Carried.
The meeting adjourned at 12:48 PM.

City of Charlottetown Committee Report

Report No: ES 26-26

Date: September 29, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department: Environment and Sustainability

Other Associated Departments:
N/A

Prepared by: Kristen Gore, Climate Action Officer

Attachments:

- **Climate Action Tracker:** climateactiontracker.charlottetown.ca/getinvolved

Report Title:
New Climate Action Tracker Get Involved Page

Report Purpose:
To inform Council of the launch of the new Get Involved page on the Climate Action Tracker platform.

Staff Recommendation:
That Council receives this report as information.

Report Details:
In 2025, the City launched its Climate Action Tracker, an online platform designed to monitor and report progress on Charlottetown's Climate Action Plan. The Tracker provides Council, staff, and residents with an accessible way to stay informed about the City's progress in implementing the Plan.

Recently, staff developed a new Get Involved page within the Climate Action Tracker. The page brings together information about the City's climate-related programs, events, and engagement opportunities in one accessible location, making it easier for community members to understand how they can participate. This includes opportunities ranging from annual events and ongoing programs to volunteer opportunities that support climate action and community sustainability.

Previously, information about the Environment and Sustainability Department's events, programs, and other opportunities for residents to participate in climate action was spread across various pages of the City's website. This made it difficult for residents to easily find and view the full range of opportunities available to them.

In addition to improving access to information, the Get Involved page expands the role of the Climate Action Tracker beyond reporting on the City's progress. It provides residents with a clear connection between the goals of the Climate Action Plan and the opportunities available to take action within their own community. In doing so, the page reinforces that building a climate-resilient and sustainable Charlottetown is a shared responsibility, with an important role for both the City and the broader community.

Council or Committee History:
In 2019, City Council declared a climate emergency, recognizing the threat posed by climate change and the importance of taking rapid, ambitious action.

In April 2025, Council formally adopted the Climate Action Plan.

In December 2025, staff introduced the Climate Action Tracker, an online platform designed to monitor and report progress on the City's Climate Action Plan.

Financial Implications:
N/A

Public Engagement and Communication:
The Climate Action Tracker increases efficiency, accountability, and transparency when communicating with the public regarding the implementation of the Climate Action Plan, while also creating a central space for residents to view opportunities to engage in climate action.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Purpose: provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Collaborating, Accountable, Safety.
Commitments: Sustainability, Reconciliation, Collaboration and partnership, Inclusion and representation, Engagement, Communication.
Pillars: Community-Building and Placemaking, Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG Sept 18/26	RDM September 21, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 26-27

Date: September 29, 2026

Directed to Council through the following Committee:
Environment and Sustainability

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:
n/a

Prepared by:
Alistair Ozon, Water Coordinator

Report Title:
Flood Protection Rebate Program and Climate Challenge Fund Project Update

Report Purpose:
To update Council on the Flood Protection Rebate Program and the events funded by the Province of PEI's Climate Challenge Fund

Staff Recommendation:
That Council receives this report as information.

Report Details:

In 2024, the City successfully applied for funding through the Government of PEI's Climate Challenge Fund to continue the Charlottetown Flood Protection Rebate Program (FPRP) and to host a series of workshops relating to climate adaptation. The grant was $100,000, covering 70% of the project costs. The project has now concluded, and a final report has been submitted to the Province for review.

Before relaunching the rebate program in early 2025, the FPRP was reassessed to ensure it provided the maximum benefit to Charlottetown residents. To help lower income households earning <$75,000 a year, a new "Income Qualifying Stream" was added to the program, which covered 100% of the costs up to a maximum of $1,500, and allowed contractors to invoice the City directly, rather than applicants being reimbursed. The scope of the rebate program was expanded to include basement drainage systems as an eligible retrofit. These updates were based on feedback from previous program participants.

Relaunching the Flood Protection Rebate Program proved to be a success. Over the course of this project there was a consistent number of applications received. This funding helped support the installation of flood protection devices at 124 properties, strengthening the flood resiliency of households across Charlottetown. Some of the impacts and results of this program include:

- 124 Rebates paid to residents
    - 89 Rebates under the main rebate stream
        - Average project cost: $1,748.43
        - Average rebate: $822.02
    - 35 Rebates under the income qualifying rebate stream
        - Average project cost: $2,366.82
        - Average rebate: $1,291.01
- Work covered by rebates
    - 51 rebates for sump pumps, without backup systems (41.13%)
    - 65 rebates for sump pump backup systems (52.42%)
    - 11 rebates for backwater valves (8.87%)
    - 11 rebates for water monitors/alarms (8.87%)
    - 9 rebates for basement drainage upgrades/systems (7.26%)
- Rebate Follow-up Survey responses (n=43, Appendix B)
    - Average experience with the rebate program 4.72 (out of 5)
    - 27.9% of respondents experienced a flooding event within the past three years
        - 47.6% of those who had experienced a flooding event within the past 3 years had their finances and/or mental health impacted
    - The largest barriers to taking action when it comes to flood prevention was “The cost of the work” (53.5%), “uncertainty of what to do…” (44.2%), and “Inability to do the work myself” (34.9%)
    - 18.6% of respondents would not have done the work without the rebate, 27.9% would have completed it but at a later date, and 20.9% were uncertain if they would have completed the work without the rebate

A series of public workshops were hosted over the course of the project, covering a wide range of topics relating to climate adaptation and resiliency:

- **Climate Conversation: Climate Hope and Anxiety** (ClimateSense)
- **Home Energy Efficiency Workshop** (Holland College Heritage Retrofit Carpentry and Energy Systems Engineering, and Efficiency PEI)
- **Planting Hedgerows Workshop** (PEI’s Department of Agriculture)
- **Building a Rain Garden** (Charlottetown Area Watershed Association and Haute Nature)
- **Mobile Sheep Grazing Pilot/Demonstration** (Quality Sheep/Darryl Stoltz)
- **Resilient Homes Seminar** (Town of Stratford, PEI EMO, HC HRC, Scout Environmental, and the Canadian Home Builders' Association PEI)
- **Wildfire Preparedness: An Educational Session** (PEI Land and Environment)

There is still funding remaining within the City’s operating budget to continue this program for the remainder of the year, which is set aside for pre-approved projects. There have been discussions about how to expand upon this rebate program, and E&S staff are currently reviewing funding opportunities for future funding supports.

Council or Committee History:
E&S Committee was informed of the successful CCF application at a meeting on November 25, 2024 (Report ES 24-45)

Financial Implications:
$40,000 approved in 2026/27 budget

Public Engagement and Communication:
E&S staff worked closely with the Communications department on this program. Website updates, public advertising and workshops were conducted.

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Vision: Embracing the Future, creating a community for everyone
Purpose: Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community
Guiding Principles: People-focused, accountable, collaborating
Commitments: Sustainability, collaboration and partnership, engagement
Pillars: Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG Sept 18/26	RDM September 21, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: ES 26-28

Date: September 29, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Attachments:
- N/A

Reporting Department: Environment and Sustainability

Other Associated Departments:
N/A

Prepared by: Anna Keenan, Sustainable Transportation Officer

Report Title:
Cudmore's Accessible Cab October Launch

Report Purpose:
To inform Council of the launch of the new Cudmore's Accessible Cab service.

Staff Recommendation:
That Council receives this report as information.

Report Details:
In the FY26-27 budget, the City committed $41,902 for the first year of the Accessible Taxi pilot program, joining with the Province, Stratford and Cornwall to support Pat and the Elephant's delivery of the service. The pilot program will run for two years, at which point it will be assessed for transition to a permanent program.

Pat and the Elephant have purchased the Toyota Sienna Hybrid van, and it has been decaled, outfitted with appropriate software, and the interior adapted to fit up to two wheelchair users at a time, and up to three passengers total. Pat and the Elephant have hired and trained drivers and are prepared for service launch in early October.

The service is named after Paul Cudmore, a wheelchair user who tirelessly advocated for a permanent accessible cab in the capital region. Supplementing the longstanding pre-booked accessible transportation service provided by Pat and the Elephant, the accessible cab focuses on curb-to-curb rides available at short notice, to give every day, spontaneous freedom of movement to the disability community.

CUDMORE'S ACCESSIBLE CAB
EST 2026
Everyday Rides in the Capital Region
By Pat & The Elephant

Cudmore's Accessible Taxi will be available 24-7, exceeding both public transit, and regular Pat and the Elephant services. Drivers will be scheduled until 1am each day, until 3am Friday and Saturday, and there will be additional drivers on call for any service needed overnight. Riders will book trips by calling (782) 377-8416, and the cab will be dispatched as soon as available, on a first-come-first-served basis.

An operational plan has been developed, led by Pat and the Elephant, and staff at the provincial department of social development and seniors. Other members of the working group advising on the plan include Charlottetown's Sustainable Transportation Officer, and the ED of the PEI Spinal Cord Injury Association, who is also outgoing Chair of the City's Civic Board for People with Disabilities. The plan covers the following areas:

- **Service model:** level of service, geographic coverage, hours and fare structure.
- **Business model:** Operations and governance.
- **Financial plan:** capital expenses, anticipated operational costs, ridership and revenue goals
- **Communication and community engagement:** advertising and promotions through partnerships and collaboration with community organizations, tourism organizations, and other transportation providers, as well as marketing and promotional materials, website and social media.
- **Risk Assessment and Mitigation:** contingencies to avoid or address undesirable scenarios: lower-than-expected ridership; difficulty recruiting drivers; high vehicle maintenance downtime, or evolving customer needs.
- **Performance management and evaluation:** practical metrics to be reported regularly include: ridership and demand numbers; time of use; distances travelled; trip origins and destinations; response times; revenues and costs; customer/client satisfaction.

The project will be operated by Pat and the Elephant and will be governed by an oversight committee consisting of representatives of the following organizations, who have all contributed funding or expertise to the project, or both. During development of the project, prior to budget approval, each municipality was represented by their mayor.

- **Disability stakeholders:** Pat and the Elephant, ResourceAbilities, PEI Spinal Cord Injury Association, Service user representative
- **Government partners:** Department of Social Development and Seniors, City of Charlottetown, Town of Stratford, Town of Cornwall

The goal is for the service to be self-sustaining after two years of the pilot project. Fares were set after a jurisdictional scan and considering the costs of both Pat and the Elephant services, and general capital area taxis. Base fare will be $8.50, plus $1.60 per km of distance travelled, with no additional passenger charge or waiting time charge. Example trip costs:

- Downtown to UPEI, $12.50
- Downtown to Stratford Soccer Complex, $19.70
- Downtown to Elliot River School, Cornwall, $27.70

Council or Committee History:
Charlottetown's contribution to the Accessible Taxi pilot program was presented and approved as part of the 26-27 operational budget.

Financial Implications:
In the FY26-27 operating budget, the City committed $41,902 for the first year of the Accessible Taxi pilot program.

Public Engagement and Communication:
A public engagement and communication plan has been developed by provincial staff, supported by the working group, and includes:

- Logos and branding
- Traditional and social media presence
- Key stakeholders and relationships for outreach, promotion, and referrals

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Purpose: provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Welcoming, Collaborating, Accountable, Safety
Commitments: Sustainability, Collaboration and partnership, Inclusion and representation, Enabling Technology, Harmonizing Resident and Visitor Priorities, Transparency, Community Engagement, Communication, Growth.
Pillars: Community-Building and Placemaking, Inclusive Economic Growth.

Reviewed By:

Manager	**Director/CAO**
JCG Sept 21/25	RDM September 21, 2026

Committee Recommendation: (if differing from staff)

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL
October 8th, 2026

The Human Resources Committee did not meet since the last Regular Council Meeting. There are no resolutions for Council's consideration.

Respectfully submitted,

_____

Councilor Norman Beck, Chair

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
OCTOBER 13, 2026

The Strategic Priorities, Communications and Intergovernmental Cooperation Committee met on Thursday, September 24, 2026, and the draft minutes are included in your package.

There are 2 resolutions for your consideration.

Respectfully submitted,

Councillor Justin Muttart, Chair

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Strategic Priorities, Communications & Intergovernmental Cooperation Committee
Thursday, September 24, 2026
12:00 PM – Parkdale Room

Present: Councillor Justin Muttart, Chair
Mayor Philip Brown, Member at Large
Councillor Trevor MacKinnon, Member at Large
Deputy Mayor Alanna Jankov, Member at Large (virtual)

Also: Mike Ruus, Director of Integrated Growth
Richard MacEwen, Director of Community Services
Doug Dumais, Cultural & Economic Coordinator
Christopher Drummond, Assistant Manager Parks & Recreation
Cindy MacMillan, Executive Resource & Privacy Coordinator II
Jessica Bradley, Senior Communications Officer
Chantal Matheson, Executive Resource & Privacy Coordinator I

Regrets: Brad MacConnell, Chief Administrative Officer

1) Call to Order
Councillor Justin Muttart, Chair, called the meeting to order.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Mayor Philip Brown and seconded by Councillor Trevor MacKinnon that the agenda be approved as circulated. CARRIED.

4) Approval of Minutes
It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the minutes from September 3, 2026, be approved. CARRIED.

5) Business Arising from the Minutes
The status of a previously drafted Notice of Motion regarding Queen Square/Boulder Park was raised. Follow-up will be undertaken to clarify how the motion will be brought forward.

6) Discussion Items/Reports:

(a) Monument and Memorial Policy
Doug Dumais presented an updated draft of the Monument and Memorial Policy, incorporating Committee feedback from January 2026. Revisions include clarified definitions and exclusions, separate criteria for proposed locations and monuments, expanded application and review procedures, and provisions for relocation or removal.

The Committee discussed departmental review of applications, suitability of locations and the requirement that international proposals demonstrate a meaningful connection to Charlottetown. Applications would be assessed by the responsible department, with additional departmental input as required, before consideration by Committee and Council. The Committee supported forwarding the revised policy to Council for consideration.

(b) Council Code of Conduct Bylaw

Cindy MacMillan outlined proposed amendments to align the City's Code of Conduct Bylaw with the Municipal Government Act Code of Conduct Regulations that came into effect in 2023. The amendments clarify complaint and resolution procedures, independent investigations, Council responsibilities, sanctions, training and periodic review requirements.

The Committee discussed a proposed section concerning legal costs and indemnification in relation to unsubstantiated complaints. This provision is not required by the provincial regulations and was informed by practices in other Canadian municipalities.
The Committee supported advancing the proposed amendments for legal review before they are brought to Council for consideration.

(c) Federal Proclamation – Chinese Canadian Heritage Month

Jessica Bradley presented a request from the Chinese Cultural Federation for municipal support of a national campaign to proclaim February as Canadian Chinese Heritage Month. Staff recommended that Council authorize the Mayor to write to the federal Minister responsible for Canadian Identity and Culture in support of the request.

Committee members discussed the importance of recognizing cultural communities and whether a consistent City policy or evaluation process should be established for future requests for national proclamations and endorsements.

Deputy Mayor Alanna Jankov stated that she did not support the staff recommendation at this time. She emphasized that her position was not opposition to the recognition of Chinese Canadian heritage or other cultural communities but reflected her view that the City should first establish a clear, fair and consistent process for assessing such requests.

The Committee voted 2–1 to support the staff recommendation and forward it to Council, with Deputy Mayor Jankov opposed.

7) Introduction of New Business

Mayor Philip Brown commended the Communications Department for its work on the City's 2025–2026 Community Report, which is available on the City's website.

8) Adjournment

The meeting was adjourned at 12:47 PM.

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CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Strategic Priorities, Communications & Intergovernmental Affairs # 1

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Councillor Justin Muttart

Seconded by Councillor Trevor MacKinnon

RESOLVED:

That Council approves the attached proposed Monument and Memorial Policy (#P-ADMIN-06).

City of Charlottetown Committee Report

Report No: SPCIC-2026-09-01

Date: September 24, 2026

Directed to Council through the following Committee:
Strategic Priorities, Comms & Intergovernmental Cooperation

Attachments:
- Draft Monument and Memorial Policy_V2

Reporting Department:
Parks and Recreation
Economic, Tourism & Cultural Development

Other Associated Departments:
Planning and Heritage
Public Works
Communications
Environment and Sustainability

Prepared by:
Frank Quinn, Manager, Parks & Recreation; and
Doug Dumais, Culture and Economic Coordinator

Report Title:
Updated Draft Monument and Memorial Policy

Report Purpose:
To request support from the Committee and Council to endorse the draft Monument and Memorial Policy.

Staff Recommendation:
That Council adopt the draft Monument and Memorial Policy.

Report Details:
The City of Charlottetown does not currently have a Monuments and Memorial Policy, which means there is no formal basis or criteria for evaluating requests for monuments on City property.

The draft Monument and Memorial Policy provides high-level direction on matters related to monuments. It includes definitions, exclusions, evaluation criteria for both the location of proposed monuments and monument design, as well as details on the application, review, and removal or relocation process for monuments.

Since presenting a draft to Committee in January 2026, staff in Parks and Recreation and Economic, Tourism & Cultural Development have worked closely to incorporate Committee feedback and develop the attached revised draft Monument and Memorial Policy. Staff circulated the current draft to all relevant departments across the corporation for feedback, including Parks and Recreation, Public Works, Planning and Heritage, Communications, Sustainability, and Economic, Tourism and Cultural Development.

Developed through a jurisdictional scan, extensive research, and cross-departmental collaboration, this policy provides valuable high-level direction on how the municipality should manage the process for installing monuments and memorials on City property going forward.

Council or Committee History:
The need for a monuments policy was identified at a Special Council on September 23, 2025, and further discussed at a Regular Council Meeting on November 12, 2025. At that time, Council directed staff to develop a draft Monument and Memorial Policy for SPC&IC Committee and Council consideration.

Staff brought a draft to the January 29, 2026, Strategic Priorities, Communications & Intergovernmental Cooperation Committee for feedback (Report No: SPCIC-2026-01-29-003).

Financial Implications:
The adoption of this policy has no financial implications.

Public Engagement and Communication:
This topic was discussed at two Council meetings which were open to the public. If Council approves the policy, City staff will share it with the public via social media and the City's website.

Legislative Authority:
MGA: Section 86. (2) (b) may develop policies respecting services and programs, and shall evaluate, on a regular basis, the services and programs for relevancy, effectiveness and efficiency.

Strategic Alignment:
Community-Building and Placemaking: Governance and Civic Engagement

Reviewed By:

Manager	**CAO/Director**
FQuinn – Parks and Recreation Manager WLong – Manager, Economic, Tourism and Cultural Development	**Brad MacConnell, CAO**

Committee Recommendation: (if differing from staff)

Policy Title: Monument and Memorial Policy	Policy Number: P-ADMIN-06
Approved By:	Approval Date:
Related Legislation: Related Bylaw: War Memorial Monument Bylaw	

CITY OF CHARLOTTETOWN POLICY

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1. PURPOSE

1.1. Establish the objectives for the acceptance and placement of monuments or memorials on City property;

1.2. Define the criteria the City will use in accepting monuments and memorials that applicants would like to have placed on City property;

1.3. Establish the application requirements for applicants requesting the placement of monuments or memorials on City property;

1.4. Guide the City in determining the appropriate locations for proposed monuments and memorials;

1.5. Ensure the design, placement, and appearance of monuments and memorials are consistent with the community interest, and that they respect the natural environment and community use of City property;

1.6. Ensure transparent decision-making and stewardship practices that reflect the City's commitments to reconciliation, inclusion, equity, accessibility, and responsible asset management.

2. SCOPE

2.1. This policy applies to all monuments and memorials being considered for placement on City property.

3. EXCLUSIONS

3.1. This policy does not apply to:

a) Memorial benches which fall under the City's Memorial Bench Program.
b) Tree planting requests which fall under the City's Request A Tree Program or Memorial Tree Program.
c) Public art installations which fall under the City's Public Art Policy. While monuments may occasionally be considered public art, the Public Art Policy only applies to monuments that include a strong artistic design component,

have an integrated artistic feature, or are commissioned or designed by an artist or in collaboration with an artist. Where the applicable policy is unclear, the Arts Advisory Board will review the proposal and provide a recommendation.

d) Unauthorized temporary memorials or graffiti.
e) Structures, memorial signs, or historical plaques for informational, directional, descriptive, or interpretive information.
f) Temporary commemorative displays, event-based installations, or short-term interpretive exhibits governed by the City's temporary event permitting process.

4. DEFINITIONS

4.1. "City of Charlottetown" as it pertains to this policy is defined by the boundaries of the City of Charlottetown Municipal Electoral Wards Map.

4.2. "City property" refers to property that is owned or operated by the City, including, but not limited to, parks, trails, playgrounds, public squares, heritage squares, sports fields, greenspaces, buildings, streets, public right-of-way, facilities, or any other property or infrastructure owned by the City.

4.3. "Applicant" means a person or group proposing to erect a monument or memorial on City property.

4.4. "Maintenance" refers to all activities required to preserve the physical condition, safety, and appearance of a monument or memorial, including cleaning, repairs, inspections, and conservation.

4.5. "Monument" means a statue or other structure proposed for placement on City property erected to celebrate or commemorate a notable person, group, or event.

4.6. "Memorial" means a structure proposed for placement on City property established to remind the public of a person, event, or a profound loss.

4.7. "Heritage Property" refers to property that is designated as a heritage resource by the City of Charlottetown.

4.8. "Public Art" refers to an artwork in any media created by an artist or artist group that is, has been, or will be sited or staged in a publicly accessible space, and is acquired in compliance with the City of Charlottetown's Public Art Policy. Public art includes many art forms and media, including, but not limited to, sculptures, murals, street art, artistic signage, mosaics, two-dimensional artworks, interactive artworks, digital media, community art, monuments, memorials, water and outdoor garden features, street furniture/functional art, and engineering or architectural features.

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4.9. "Equity-deserving communities" refers to communities that experience significant barriers to participating in society. This could include attitudinal, historical, social, and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation, gender identity, or gender expression. It is inclusive of Indigenous persons, Mi'kmaq, racialized persons, persons of Black or African descent, Black Islanders, persons with disabilities, Women, and members of the 2SLGBTQIA+ community.

5. LOCATION CRITERIA

5.1. The City will use the following criteria when evaluating the location of proposed monuments and memorials on City property:

a) Consistency with the City's Official Plan, Zoning & Development Bylaw, the Heritage Preservation Bylaw, the Parks and Recreation Master Plan, this Policy, and other applicable City bylaws, policies, plans, procedures, or directives.
b) Respect for the intended purpose of the City property and surrounding environment.
c) Enhancement of the landscape and recreational or cultural value of the City property.
d) Visibility and physical accessibility to enable the community to view and engage with the installation at a meaningful level.
e) Promotion of community engagement and opportunities for gathering.
f) Alignment with the City's programs, services, and operational realities.
g) Completion of a site suitability assessment conducted by relevant City departments including engineering, parks and recreation, public works, heritage, accessibility, and public safety.
h) Compliance with applicable accessibility standards.
i) Consideration of environmental impacts including but not limited to effects on vegetation, soil stability, stormwater flow, wildlife, and natural features.
j) Appropriate separation from, and avoidance of significant clustering with other monuments or memorials. The City recognizes that a location may reach a saturation point where it may be appropriate to consider limitations or a moratorium on future installations at a particular site. The City will consider limitations or moratoriums on a case-by-case basis.

6. MONUMENT OR MEMORIAL CRITERIA

6.1. Monuments and memorials will only be considered by City Administration if they satisfy one or more of the following criteria:

a) The proposed monument commemorates a deceased individual who dedicated exemplary service or who made significant contributions to Charlottetown over many decades or a lifetime.
b) The proposed monument commemorates a community association, organization, or group that has contributed significantly to Charlottetown,

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has an established and enduring presence within the community, and extends beyond a single organization or interest group, demonstrating a clear and lasting benefit to the community.

c) The proposed monument commemorates historical events, places, or achievements of international, national, provincial, or local significance that are important and relevant to the citizens of Charlottetown, past or present, and that demonstrate a clear connection to the community.
d) The proposed monument recognizes the histories, cultures, experiences, or contributions of Indigenous Peoples or other equity-deserving communities.
e) The proposed monument contributes to a broad and inclusive understanding of Charlottetown's history, heritage, and identity.

6.2. A monument or memorial will not be considered if the proposed monument or memorial:

a) Promotes commercial, political, or religious causes, issues, or events.
b) Denigrates ideological, religious, political, or other beliefs.
c) Commemorates an individual, group, or historical figure whose actions are widely recognized as promoting discrimination, hatred, violence, or the denial of human rights.
d) Represents topics, groups, organizations, or events that are contrary to applicable municipal, provincial, or federal policy.
e) The proposed monument primarily advances a current political, territorial, or geopolitical dispute, whether domestic or international.
f) Is not directly related or of interest to the City's vision, values, authority, or role, at the City Administration's sole discretion.

7. ACCEPTABLE INFRASTRUCTURE

7.1. Monuments and memorials in all forms will be considered, including but not limited to:

a) Statues or sculptures – free-standing, wall-supported, or suspended in any material.
b) Architectural embellishments, street inlays, or landscaping features.
c) Memorial gardens, fountains, or park accessories.
d) Historic plaques or commemorative tablets.
e) Historical artifacts that are significant to the community.
f) Section of a City-owned trail or related commemorative features designated for a specific donation amount.

8. APPLICATION PROCESS

8.1. An individual, group or business proposing to erect a monument or memorial on City property will submit a detailed proposal to the Office of the CAO.

8.2. The proposal must include the following information:

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a) Design concept, including a schematic illustration, size, weight, materials, installation plan, timetable, organizational accountability, and key contacts.
b) Background research and details on the purpose of the monument or memorial, including an explanation of how it aligns with the criteria outlined in this policy.
c) Requested location, including a map, along with a rationale for the location considering the surrounding environment and community; as well as alternative locations, if applicable.
d) Details and estimates regarding ongoing maintenance and repair requirements, operating costs, and a demonstration of financial capacity for monument or memorial construction and maintenance.
e) Commemorations of significant scale, sensitivity, or public interest may require a community engagement plan.

8.3. Applicants who are elected officials, City employees, or affiliated individuals must disclose their status as part of the application.

8.4. The request will be forwarded to the relevant Department Head (or designate) responsible for the property.

8.5. Certain proposed monuments or memorials may require additional permits, such as a development, building permit, or heritage permit if the proposed location is a Heritage Property. Consultation with the Planning & Heritage Department is required to determine the applicable application process.

9. REVIEW AND APPROVAL PROCESS

9.1. The City Department responsible for the property will review the application to determine if the proposed monument or memorial meets the criteria and objectives of this policy and other applicable City policies, plans, and safety guidelines in collaboration with relevant City departments.

9.2. The City Department responsible for the property will determine the appropriate location for the proposed monument in consultation with the applicant. The final location may differ from the applicant's request.

9.3. The City Department responsible for the property will provide a recommendation and forward their recommendation to the appropriate Advisory Board (if applicable), Standing Committee, and then City Council for their consideration.

9.4. City Council will review formal applications and determine if permission is granted to install the monument or memorial.

9.5. If City Council approves the proposed monument or memorial, the applicant must agree to:

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a) Cover the full cost of the monument or memorial including its design, construction, and installation, and any applicable on-site recognition, unless a funding partnership or alternative agreement with the City is in place;
b) Cover all management and maintenance costs of the monument or memorial, unless a funding partnership or alternative agreement with the City is in place;
c) Coordinate with the City on the installation of the monument or memorial in collaboration with relevant departments; and
d) Enter into an agreement with the City that clearly outlines the monument ownership, lifespan, maintenance, insurance, operational responsibilities, and removal or relocation process.

9.6. The City reserves the right to not recommend or to refuse a proposal for a monument or memorial, taking into consideration the criteria and objectives outlined in the policy.

10. REMOVAL OR RELOCATION

10.1. The City of Charlottetown reserves the right and responsibility, in its sole discretion, to temporarily or permanently remove or relocate a monument or memorial on City property.

10.2. The City is not responsible for replacing monuments and memorials that are stolen or irreparably damaged.

10.3. Circumstances in which it may be appropriate to remove or relocate a monument or memorial include, but are not limited to:

a) Temporary removal or relocation to accommodate a construction project;
b) The location is no longer suitable, available, or publicly accessible;
c) The monument, memorial, or site poses a risk to public safety;
d) The condition of the monument or memorial has degraded significantly;
e) The cost of required repairs or maintenance is excessive;
f) Loss, damage, destruction, extensive vandalism, or theft;
g) Changes in community relevance, policy criteria, or historic or contemporary contexts;
h) The monument or memorial is found to be inconsistent with the City's policies or commitments related to reconciliation, inclusion, equity, accessibility, or human rights;
i) Overwhelming, sustained, and documented public objection;
j) Significant long-term implications, including legal risks or liabilities;
k) Demolition or sale of a building into which the monument or memorial is incorporated;
l) The monument or memorial no longer aligns with the use of the property; or
m) Expiry of the monument or memorial's intended lifespan.

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10.4. If the City proposes to remove or relocate a monument or memorial, the City Department responsible for the property will:

a) Consult with the original applicant, where possible;
b) Prepare a report on the reasons for the removal or relocation, including detailed archival documentation of the monument or memorial;
c) The removal or relocation of high-profile monuments or memorials may require a public notification and engagement process unless removal is conducted under emergency conditions;
d) Obtain City Council approval for the proposed removal or relocation;
e) Be responsible for all expenses related to removal or relocation, unless the removal is due to sustained neglect or negligence on behalf of the applicant, at which point the City may bill the removal cost to the applicant; and
f) Publicly communicate the decision.

10.5. If the applicant requests or proposes to remove or relocate a monument or memorial, these situations will be dealt with on a case-by-case basis. The applicant will:

a) Submit a request to the Office of the CAO including reasons for the removal or relocation for review and approval by City Council;
b) Be responsible for all expenses related to removal or relocation unless otherwise agreed to by the City;
c) Work with the City to determine a suitable new location or disposal plan for the monument or memorial.

10.6. Disposal of monuments or memorials can include any of the following:

a) Return to the applicant or a suitable alternative if the applicant is deceased or the applicant organization is no longer operating;
b) Offer a gift or trade; and
c) Dismantle or destroy it with appropriate notification.

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City of Charlottetown Committee Report

Report No: SPC&IC -2026-09-002

Date: September 24, 2026

Directed to Council through the following Committee:
Strategic Priorities, Communications & Intergovernmental Cooperation

Reporting Department:
Administration

Other Associated Departments:
N/A

Prepared by:
Administration

Attachments:

- Council Code of Conduct Bylaw
  - Proposed Amendments (Red-Line Version)
- Council Code of Conduct Regulations

Report Title:
Proposed Amendments to the City of Charlottetown Council Code of Conduct Bylaw.

Report Purpose:
To present proposed amendments to the City's Council Code of Conduct Bylaw to ensure compliance with the Council Code of Conduct Regulations under the Municipal Government Act of PEI.

Staff Recommendation:
That the Committee direct staff to finalize the proposed amendments to the Council Code of Conduct Bylaw, submit the amended bylaw for legal review, and forward to Council for their consideration.

Report Details:
It has been determined that Section 26.1 of the City's Council Code of Conduct Bylaw does not satisfy the requirement of Section 3(a) of the Municipal Government Act Code of Conduct Regulations (attached). In order to comply with the Regulations, it is recommended that Council make appropriate amendments including general housekeeping edits to the Bylaw.

Required as the Code of Conduct Regulations
Bylaw Section 8 – Code of Conduct Training – Section 4 of Regulations
Bylaw Section 27 & 28 – Section 5 of the Regulations

Required as per MGA
Bylaw Section 12 – Council Member Disclosure Statements – Section 107(2)(e) of MGA

Section 29 – Indemnification Obligation, was added following a thorough scan of Council Code of Conduct standards in other jurisdictions.

Council or Committee History:
Council – Dec 4, 2018 – Council Code of Conduct Bylaw established and adopted.
Council – Feb 11, 2019 - Council Code of Conduct Bylaw amended.
Council – Mar 6, 2019 – Council Code of Conduct Bylaw amended.
Council – Sept 17, 2020 – Council Code of Conduct Bylaw repealed and replaced

Financial Implications:
N/A

Public Engagement and Communication:

Legislative Authority:
Municipal Government Act (RSPEI 1988, c M-12.1) Council Code of Conduct Regulations

Strategic Alignment:
Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Staff:	**Director/CAO:**
Tracey McLean Cindy MacMillan	Brad MacConnell

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

COUNCIL CODE OF CONDUCT BYLAW

BYLAW #2020-CC-01

Edits required as per Council Code of Conduct Regulations – Municipal Affairs

BE IT ENACTED by the Council of the City of Charlottetown as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the "Council Code of Conduct Bylaw."

2. Purpose

2.1. The purpose of this Bylaw is to set minimum expectations for the behaviour of Members of Council in carrying out their functions and making decisions that benefit the City of Charlottetown.

3. Authority

3.1. Section 107 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council must establish a Code of Conduct bylaw to govern the conduct of Members of Council.

4. Application

4.1. This Bylaw applies to the Mayor and all other Members of Council. This Bylaw operates together with the following statutes, and any regulations or other delegated legislation made pursuant to them:

(a) the *Municipal Government Act*;

(b) the *Occupational Health and Safety Workplace Harassment Regulations; and*

(c) the *Criminal Code of Canada; and*

4.2. This Bylaw is to operate in addition to other Acts, Regulations, bylaws, policies, and administrative directives as may be determined by Council.

5. Definitions

5.1. In this Bylaw, any word and term that is defined in the *Municipal Government Act* has the same meaning as in ~~that~~ the Act.

5.2. In this Bylaw,

(a) "Act" means the *Municipal Government Act*.

(b) "Chief Administrative Officer" ~~(CAO)~~ **or "CAO"** means the administrative head of a municipality as appointed by Council. ~~under clause 86(2)(c) of the *Municipal Government Act*~~.

(c) "City" means the City of Charlottetown.

(d) "Complainant" means a person who submits a written complaint alleging a breach of this Bylaw pursuant to section 25 of this Bylaw.

(e) "Confidential Information" means information that could reasonably harm the interests of individuals or organizations, including the City, if disclosed to persons who are not authorized to access the information. Confidential Information includes, but is not limited to, information that falls into the following or similar categories:

(i) commercial information of the City or a third party which, if disclosed, would likely be prejudicial to the City or parties involved;

(ii) information received in confidence which, if disclosed, would likely be prejudicial to the City or parties involved;

(iii) technical, financial, or scientific information of the City or a third party;

(iv) personal information that is protected from disclosure under the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*;

(v) privileged information;

(vi) information related to human resource matters; and any other information collected, obtained, or derived for or from municipal records that must or may be kept confidential.

(f) "Council" means the Mayor and other members of the Council of the City.

(g) "Family Member" means in relation to a person, a spouse, parent, child, brother, sister, aunt, uncle, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law of the person.

(h) "Integrity" means Members of Council are keepers of the public trust and must uphold the highest standards of ethical behavior. Members of Council are expected to:

(i) make decisions that benefit the community;

(ii) act lawfully and within the authorities of the City of Charlottetown; and

(iii) be free from undue influence and not act, or appear to act, so to gain financial or other benefits for themselves, Family Member, friends, or business interests.

(i) "Member of Council" or "Member" means a person serving as the Mayor or other member of the Council of the City.

(j) "Person Closely Connected" ~~(to a Member of Council)~~ means, in relation to a member of Council, a Family Member, an agent, a business partner, or an employer of the ~~person~~ Member.

(k) "Respondent" means a Member of Council who is the subject of a written complaint pursuant to section 25 of this Bylaw.

(l) "Regulations" means the Code of Conduct Regulations enacted pursuant to the Municipal Government Act.

(m) "Staff" includes the Chief Administrative Officer (CAO) and all staff of the City, whether full-time, part-time, casual, contract, seasonal or volunteers.

(n) "Unduly Critical" means to excessively find fault or to judge with severity.

6. Interpretation

6.1. This Bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation and the definitions set out ~~in it~~.

7. Periodic Review

~~7.1 The Council Code of Conduct Bylaw will be brought forward for review at the end of each term of Council or when relevant legislation is amended, and at other times when appropriate to ensure that it remains current and continues to be a useful guide to Members of Council~~.

7.1. Council shall, in accordance with Section 6 of the Regulations, review and update this bylaw at least once every five years from the effective date of this bylaw.

8. Code of Conduct Training

8.1. In accordance with Section 4 of the Regulations:

(a) the CAO shall arrange for training on the Code of Conduct for a Council Member elected, re-elected, or appointed to Council; and

(b) the Member shall complete the training; and

(c) the CAO shall report to Council if a member fails or refuses to complete the training.

8.2. The training provided shall consist of the training course on member conduct specified by the Regulations.

8.3. A Member of Council who fails or refuses to complete the Code of Conduct training within the time specified shall not:

(a) carry out a power, duty or function as a member of Council;

(b) receive any remuneration; and

(c) be considered present at a meeting even if the member is physically present.

PART II – PRINCIPLES

9. Guiding Principles

9.1. Members of Council are keepers of the public trust and must uphold the highest standards of ethical behaviour.

9.2. Members of Council are expected to act lawfully. They are expected to be free from undue influence and not act, or appear to act, ~~in order~~ to gain financial or other benefits for themselves, family member, friends or business interests as a result of the member holding municipal office.

9.3. Members of Council have a duty to make decisions based on the best interests of the City as a whole.

9.4. Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny.

9.5. Members of Council must act responsibly within the law and within the authority of the Act and all Bylaws of the City.

9.6. Members of Council must demonstrate and promote the principles of this ***Council*** *Code of Conduct Bylaw* through their decisions, actions, and behaviour. Their behaviour must build and inspire the public's trust and confidence in municipal government.

9.7. Members of Council must conduct public business efficiently and with decorum. They must always treat each other and others with respect.

9.8. Members of Council have a duty to demonstrate openness and transparency about their decisions and actions.

9.9. Members of Council have a responsibility to make informed decisions in accordance with the Act and to be prepared, in Council meetings, to bring forth the reasoning and rationale of their vote.

PART III – CONDUCT OF COUNCIL

10. General Conduct

10.1. Members of Council must adhere to the following principles and provisions:

(a) Members of Council must serve, and be seen to serve, the City in a conscientious and diligent manner;

(b) Members of Council must be committed to performing their functions with integrity and to avoiding conflicts of interest and the improper use of the influence of their office;

(c) Members of Council must not extend, in the discharge of their official duties, preferential treatment to persons closely connected to the Member or organizations and groups in which the Member or persons closely connected to the Member have a direct or indirect pecuniary interest;

(d) Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;

(e) Members of Council must seek to serve the public interest by upholding both the letter of the law and the spirit of applicable federal, provincial, and municipal laws;

(f) Members of Council are obliged to question any request to act or make a decision that they think may be unethical or unlawful;

(g) Members of Council must avoid behaviour that would constitute an act of disorder or misbehaviour. Specifically, Members of Council must avoid conduct that includes but is not limited to:

(i) contravening the law, including the *Municipal Government Act*, the Prince Edward Island *Human Rights Act*, City bylaws, associated regulations, and City policies;

(ii) an abuse of power or conduct that otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others;

(iii) prejudicing the provision of a service or services to the community.

(h) In considering the ethical issues around a conduct or decision, Members of Council, in their deliberation, should include consideration of the following:

(i) Is the conduct or decision lawful?

(ii) Is the conduct or decision consistent with City policy, City bylaws, the Act, Council's objectives, and this Bylaw?

(iii) Will the outcome of the decision or conduct provide a private benefit for the individual, family, friends, or business interests?

(iv) Can the decision or conduct be justified in terms of the public interest and would it withstand public inquiry?

(i) Members of Council must respect the decision(s) of Council once a decision is rendered;

(i) In addition, While respecting the right to have contrary positions and opinions, Members of Council shall avoid any words or actions that are

unduly critical or derogatory towards other Members of Council, Staff, or the City's official position on any topic**;**

(j) Members of Council shall recognize the responsibility of the Mayor to accurately communicate the decisions of Council, even if there is disagreement with such decisions**;**

(k) Members of Council will respect the role of Staff in the administration of the business affairs of the City.

11. Confidential Information

11.1 Members of Council must respect rules regarding confidentiality, disclosure, and access to all personal information in the control of the City. No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in any form, including either oral or written form, except where required by policy or law or authorized by the Council to do so.

11.2 No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity of any person closely connected as defined in the Act and this Bylaw.

(a) No Member of Council will ~~not~~ access or attempt to gain access to confidential information in the custody of the City unless it is necessary for the performance of their duties and is not prohibited by legislation, regulations, and Council policy.

11.3 Members of Council shall not disclose confidential personal information about an identifiable individual, including a municipal employee.

11.4 Members of Council shall not disclose confidential human resources matters, including labour relations or employee negotiations.

12. Council Member Disclosure Statements

12.1 **Pursuant to clause 107(2)(d) of the Act,** each Member of Council is required to file a Council Member Disclosure Statement, ~~in the form set forth in Schedule "A", which forms part of this Bylaw~~, with the CAO within thirty (30) days of being elected**.**

12.2 **Pursuant to clause 107(2)(e) of the Act,** each Member of Council is required to file an updated disclosure statement annually, with the CAO, by November 30 of each year the member serves on Council.

12.3 The CAO shall post all Disclosure Statements on the City's website within thirty (30) days of receipt from each member. The Disclosure Statement shall remain on the ~~site~~ **website** until such time as an updated Disclosure Statement is filed or the individual is no longer a Member of Council.

~~11.8 The CAO shall, when advised, make amendments to the Council Member's Disclosure Statement, including a notation stating the date on which the statement is amended.~~

12.4 Each Member of Council is required to declare any subsequent changes to employment, financial interests or other involvements.

12.5 A Public Disclosure Statement shall not include specific details about a Member of Council's personal financial matters such as salary, the value of holdings, or other specific personal financial information.

13. Gifts and Benefits

13.1. No Member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:

(a) compensation authorized under the *Council Remuneration Bylaw*;

(b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;

(c) a suitable memento of a function honouring the Member of Council;

(d) food, lodging, transportation, and entertainment provided by another government or by a conference, seminar, or event organizer where the Member of Council is either speaking or attending in an official capacity at an official event;

(e) food and beverages consumed at banquets, receptions, or similar events;

(f) communication to the offices of a Member of Council, including subscriptions to newspapers, and periodicals; and

(g) sponsorships and donations for community events organized or run by a Member of Council or by a third party on behalf of a Member of Council.

13.2 No Member of Council shall accept the use of property or facilities, such as a vehicle, office, or vacation property, at less than fair market value. No Member of Council shall sell property, goods, and services to the City at higher than fair market value.

13.3 A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

14. Use of Municipal Property, Equipment and Services

14.1. No Member of Council shall use, or request the use of**,** any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:

(a) available for such use by the public generally and the Member of Council is receiving no special preference in its use; or,

(b) made available to the Member of Council while carrying out Council activities and duties.

No Member of Council shall use, or request the use of, for personal purpose any municipal staff services, property, equipment, services, supplies or other municipally owned materials, other than for purposes connected with the discharge of municipal duties.

14.2. No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally developed intellectual property.

14.3. No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the public for any purposes other than carrying out their official duties.

14.4. No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of personal property to the City, except in compliance with the Act and the *Conflict of Interest Bylaw*.

14.5. Use of City Email Accounts:

(a) All emails that are used to conduct or support official City of Charlottetown Council business must be sent using a "@charlottetown.ca" address.
(b) Non-work email accounts must not be used to conduct or support official City of Charlottetown Council business.
(c) Members of Council must ensure that any emails containing sensitive information must be sent from an official Council email.
(d) Under no circumstances should users communicate material (either internally or externally), which is defamatory, obscene, or does not comply with the Council Code of Conduct Bylaw.
(e) Automatic forwarding between personal and City email accounts is prohibited to prevent restricted, protected and/or confidential material from being forwarded inappropriately.

15. Reimbursable Expenses

15.1. Members of Council may claim reimbursement by the City for the following expenses in accordance with the Council Remuneration Bylaw:

(a) expenses incurred by Members of Council for an official duty, function or conference that are modest and represent the prudent use of public funds and do not involve the purchase of alcoholic beverages; and

(b) hospitality expenses incurred by Members of Council for meetings that include:

(i) engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters;

(ii) providing persons from national, international, and charitable organizations with an understanding and appreciation of the City or the workings of its municipal government;

(iii) honouring persons from the City in recognition of exceptional public service and staff appreciation events;

(iv) recognition events for various agencies, boards, and commissions of the City; or

(v) other community groups or associations.

16. Support for Charities

16.1. Members of Council may lend their support to and encourage community donations to registered charitable, not-for-profit, and other community-based groups; however, all amounts raised through fundraising efforts shall go directly to the groups, or volunteers, or chapters acting as local organizers of the group.

16.2. No Member of Council shall directly or indirectly manage or control any monies received relating to fundraising for registered charitable, not-for-profit, and other community-based groups; other than in fulfilment of one's duties as a Member of Council.

17. Election Campaigns

17.1. No Member of Council shall use supplies, services, Staff, municipal logo, or other resources of the City for any election campaign or campaign-related activities.

17.2. A Member of Council may only utilize a municipal facility or access equipment in the same manner as any other candidate for an election campaign purpose.

17.3. All Members of Council shall be respectful of the role of the CAO and Municipal Electoral Officer (MEO) in managing the municipal election process and shall not interfere with how the CAO and MEO carries out their duties.

17.4. No Member of Council shall use the services of persons for campaign-related activities during hours in which those persons receive any compensation from the City.

18. Improper Use of Influence

18.1. No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

18.2. When a matter pertaining to the City is before any tribunal, Members of Council shall not contact any tribunal members.

18.3. In matters relating to municipal administration, direction shall be given to the CAO by Council as a whole, rather than by individual Members of Council.

19. Planning or Procurement Proposals before Council

19.1. No Members of Council shall solicit or accept support in any form from an individual, group**,** or corporation~~**, with**~~ that has any planning or procurement proposal before Council.

20. Business Relations

20.1. No Member of Council shall allow their relationship as an employee with their employer or the prospect of their future employment by a person or entity to affect the performance of their duties to the City.

20.2. No Member of Council shall borrow money from any person who regularly does business with the City unless such person is an institution or company whose shares are ~~publically~~ publicly traded and who is regularly in the business of lending money.

20.3. No Member of Council shall act as a paid agent before Council or a committee of Council or any agency, board, or committee of the City.

20.4. No Member of Council shall refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

21. Conduct at Council and Committee of Council Meetings

21.1. Members of Council shall conduct themselves with decorum at Council and Committee of Council meetings in accordance with this Bylaw and the City's Procedural Bylaw. ~~and this Bylaw~~.

21.2. Members of Council must not make public statements attacking or reflecting negatively on the City of Charlottetown, other Members of Council, City Staff, or invoke Staff matters for political purposes.

21.3. Information provided to any Member of Council, which is likely to be used in Council, Committee of Council, or in political debate, should ~~also~~ be provided to all ~~other~~ Members of Council and to the Chief Administrative Officer, prior to its use.

22. Respectful Workplace

22.1. Members of Council shall encourage public respect for the City and its bylaws.

22.2. All Members of Council have a duty to treat members of the public, one another, and City Staff appropriately and without abuse, harassment, bullying or intimidation, and to ensure that their work environment is free from discrimination.

23. Interactions of Council with Staff and Service Providers

23.1. Council has the responsibility to govern in accordance with the Act and regulations.

23.2. Members of Council shall be respectful of Staff's role to advise based on political neutrality and objectivity~~,~~ and without undue influence from any individual member or faction of the Council.

23.3. Members of Council must adhere to the City's Harassment in the Workplace Policy.

23.4. Members of Council are not to contact or issue instructions to any of the City's contractors, tenderers, consultants, or other service providers.

23.5. Pursuant to 93(6) of the Act, Members of Council must not direct or influence, or attempt to direct or influence any municipal Staff in the exercise of their duties or functions.

23.6. ~~Pursuant to subsection 93(6) of the MGA, Members of Council are to direct any inquires to the CAO rather than access Staff directly. No Member of Council or member of a Council Committee shall publicly or privately instruct or direct an employee of the City except through the CAO.~~ Pursuant to 93(7) of the Act, a Council Member may communicate directly with an employee of the municipality to obtain or provide information.

23.7. Members of Council must not make public statements attacking or reflecting negatively on the City of Charlottetown staff or invoke staff matters for political purposes.

24. Employment of Persons Closely Connected to Members of Council

24.1. No Member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the Member.

24.2. No Member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline, or terminate any person closely connected to the Member.

25. Employment of Councillors with Municipality

25.1. No Member of Council shall be employed by the City for a period of one year after the date on which the Member ceases to hold office as a Member of Council.

PART IV – COMPLAINTS AND RESOLUTION PROCEDURES

26. Breaches, Complaint Handling, and Internal Resolution

26.1. Any person who, in the opinion of the CAO, is an affected party may submit a complaint alleging a breach of this Council Code of Conduct Bylaw.

26.2. Members of Council are to abide by the requirements of this Council Code of Conduct Bylaw ~~and all other Bylaws of the City~~ and shall endeavour to resolve disputes ~~issues which arise under this Bylaw~~ in good faith.

26.3. Before commencing the formal internal resolution procedure specified below, the Member or Members of Council who are a party or parties to an alleged contravention of this Bylaw will endeavour to resolve the matter informally in a courteous and respectful manner, recognizing that they have been elected to represent the best interests of the City.

26.4. ~~Any person may submit a complaint alleging a breach(es) of this Bylaw.~~

26.5. A complaint shall be submitted in writing and addressed to the Mayor and the CAO using Schedule A– Code of Conduct Complaint Form.

26.6. A complaint must be submitted within three (3) months of the last alleged breach, and in no case will an allegation of a breach that is more than two (2) years old be the subject matter of a complaint.

26.7. If the Mayor is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Deputy Mayor and the CAO.

26.8. In the event both the Mayor and Deputy Mayor or the Mayor and the CAO are the subject of, or are implicated in a complaint, or a majority of Council is the subject of or implicated in the complaint, Council shall commence the formal resolution process.

26.9. In the following cases, the CAO shall report to Council and the Council shall commence the formal resolution process:

a) If, in the opinion of the CAO, the nature of the complaint makes it unsuitable for the informal resolution process,

b) The CAO is unable to determine the validity of the complaint,

c) The CAO is unable to determine if an individual could be considered an affected person.

26.10. If the alleged contravention cannot be informally resolved in accordance with section ~~25.2~~ 26.3, the Mayor will facilitate discussion between the parties in an effort to resolve the matter. The Mayor shall provide correspondence to both parties affirming that such meeting(s) were held.

26.11. If the Mayor is involved in the alleged contravention of this Bylaw, the Deputy Mayor shall assume the role of the Mayor in the facilitation process and the appointment of any mediator or investigator.

26.12. All deliberations ~~at each stage of the informal and formal resolution process~~ regarding any alleged contraventions of this Council Code of Conduct Bylaw must be conducted in confidence.

26.13. If the matter is not satisfactorily resolved after the Mayor's or Deputy Mayor's facilitation, or at any time throughout the resolution process set out herein, the Mayor or Deputy Mayor, with the assistance of the CAO, may appoint a mediator to attempt to resolve the matter.

26.14. If a complaint is resolved informally, the mediator must notify the Mayor or Deputy Mayor in writing of the terms of the resolution, upon receipt of which, the Mayor or Deputy Mayor must close the complaint.

27. Formal Resolution Process

27.1. Failing resolution by the Mayor's facilitation or mediation, the Mayor, with the assistance of the CAO, will commence the formal resolution process and appoint an independent investigator who has the necessary professional skills, knowledge, and experience to carry out the role and investigate the complaint in a fair and objective manner.

27.2. During the formal resolution process, the parties and all Members of Council:

(a) must provide reasonable assistance to the investigator if requested; and

(b) must participate in good faith in the investigation, and meet with the investigator, if asked to do so.

27.3. The role of the investigator is to:

(a) consider the alleged contravention as contained in the complaint;

(b) ensure that the parties involved are given an opportunity to be heard and to present their side of the allegations contained in the complaint being investigated;

(c) explore if the alleged contravention(s) can be resolved between the parties without making any findings; and

(d) provide an investigation update, within sixty (60) days of their appointment, to the Mayor or Deputy Mayor, as applicable, and to the CAO, Complainant, and the Respondent.

27.4. The investigator will provide a written confidential report of the findings of the investigation, including findings as to whether there has been a breach of this or any other City Bylaw or Policy to the Mayor or Deputy Mayor, as applicable, and to the CAO, Complainant and the Respondent. The CAO will receive and retain all reports prepared in relation to breaches of the Code of Conduct.

27.5. Upon receipt of the investigation report, Council will, in accordance with the Regulations do the following at its next meeting of Council:

(a) Close the meeting to the public and review the report;

(b) When the review is finished, re-open the meeting to the public and hold a vote for the following purposes:

(i) To determine if the member breached the code of conduct, and if no breach has occurred, to dismiss the complaint by resolution; or

(ii) To determine the appropriate sanction if any.

~~27.4. Upon receipt of the investigator's report, Council will, in accordance with section 107(3) of the Act:~~

~~(a) Dismiss the complaint;~~

~~(b) Reprimand the Member of Council for a breach of this Bylaw;~~

~~(c) Impose a fine on the Member of Council of not more than $500; or~~

~~(d) Suspend the remuneration paid to the Member of Council in respect of their services as a Member of Council for a period of up to 90 days.~~

~~27.5. In addition to the above, Council may:~~

~~(a) Require a public or private apology from the Member of Council for the breach to Council, the Complainant, or both;~~

~~(b) Require the Member of Council to undergo any education or training deemed advisable by Council; and/or~~

~~(c) Take such other remedial action as Council determines appropriate in the circumstances.~~

~~27.6. At all stages of dealing with a complaint received pursuant to this Bylaw, the principles of natural justice will be observed. The Member of Council who is the subject of an alleged contravention must be given all relevant information regarding the allegation and an opportunity to respond and be supported if the Member so desires.~~

~~27.7. There shall be no retaliation for exercising rights under this Bylaw. A complaint filed by a Member of Council for an improper purpose or in bad faith, may be the subject of a complaint pursuant to this Bylaw.~~

~~27.8. This Bylaw does not override, prevail over, or amend legislation applicable to the roles, responsibilities, and duties of Members of Council.~~

~~27.9. Members of Council are individually responsible for seeking relevant advice from the CAO as to the application of this Bylaw.~~

~~27.10. Members of Council are individually responsible for any personal legal costs incurred during the complaint process.~~

28. Sanctions

28.1. The principles of natural justice must be observed during the independent investigation. The member of Council who is the subject of an alleged breach must be given all relevant information regarding the allegation and an opportunity to respond and be supported if the member so desires.

28.2. Any member of Council who alleges a breach of the Code of Conduct must not be disadvantaged because of such action.

28.3. Council shall consider the following when deciding whether to impose a sanction for a breach of the Code of Conduct bylaw:

(a) Whether the breach was intentional or inadvertent;

(b) The nature of the breach, including the number of occasions the breach occurred and the length of time the activity or conduct that constituted the breach lasted;

(c) Whether the member took any steps to remedy the breach or mitigate the consequences of the breach;

(d) Whether the member previously breached the Code and the circumstances of that breach;

(e) Whether the member has previously refused to comply with a sanction for a breach of the Code of Conduct bylaw; and

(f) The recommendation(s) of the investigator.

28.4. Council may, in accordance with subsections 107(3) and (4) of the Act and Section 5 of the Regulations:

(a) Reprimand the member of Council for a breach of this Code of Conduct Bylaw;

(b) Suspend the member in respect of their services as a member of Council for a period not to exceed:

(i) Six months, or

(ii) the expiry of the member's term of office,

whichever occurs first.

(c) Request a written apology to Council, the complainant, or both;

(d) A requirement that the council member attend training as recommended by Council;

(e) Impose a fine of not more than $500;

(f) Reduce or suspend the Council member's compensation as provided for under subsection 82(2) of the Act;

(g) Impose any other sanction that is recommended by the third-party investigator, other than sanctions prohibited by the Act;

(h) Any other sanction that may be provided for in the Regulations as they are amended from time to time.

28.5. In accordance with subsection 2(6) of the Regulations, a majority of members present and voting at the meeting must affirm a resolution to sanction the member.

28.6. A member who is sanctioned by Council for a breach of the Code of Conduct bylaw shall comply with the terms of the sanction within the time specified by Council.

28.7. All sanctions by Council shall be made by resolution at a public meeting of Council.

28.8. The CAO shall, where a member has been sanctioned by Council under clause 2.1.a of the Regulations, post notice of the sanction on the municipality's website within seven (7) days of the sanction being announced and ensure the notice remains on the website for the term of the sanction or thirty (30) days, whichever is greater.

28.9. In accordance with subsection 5(4) of the Regulations, a Council member suspended pursuant to 26(1)(d) shall not, during the period of the suspension:

(a) Sit on Council, a Council Committee or the Board of Directors of a controlled corporation or other entity established by the municipality; or

(b) Receive any remuneration, allowance or other sum from the municipality or controlled corporation or other entity referred to in clause 9(a).

~~27.11.~~28.10. A member or members of Council who are the subject of the complaint shall not take retaliatory actions or attempt to influence others to act against the complainant.

PART V – LEGAL COST INDEMNIFICATION

~~28.~~29. Indemnification Obligation

~~28.1.~~29.1. The Municipality shall reimburse or indemnify a Member for their Legal Costs incurred in connection with a Code of Conduct Complaint if all of the following criteria are met:

(a) The complaint was dismissed, or a finding was made that the Member did not contravene the Code of Conduct;

(b) The Member participated in good faith in the process;

(c) The legal costs are reasonable in amount and properly documented; and

(d) The Member applies in writing for indemnification within 30 days after the final decision is issued.

~~29.~~30. Limits and Conditions

~~29.1.~~30.1.

(a) The reimbursement shall cover reasonable legal fees, subject to maximum amounts or caps as defined in this bylaw.

(b) Members must submit itemized invoices and receipts for legal services.

(c) Disbursements and other associated costs (such as filing fees, photocopying, expert reports) may be included, if approved under the municipality's rules.

(d) The Municipality may advance funds in reasonable cases, provided that the Member gives an undertaking to repay amounts if the final finding is not unsubstantiated.

~~30.~~31. Exclusions

(a) The reimbursement shall cover reasonable legal fees, subject to maximum amounts or caps as defined in this bylaw.

(b) The Member acted in bad faith, willfully misled the investigator, or obstructed the process.

(c) The proceeding relates to non-official duties.

(d) The legal costs are for private or personal litigation unrelated to the Code of Conduct complaint.

PART VI - ADMINISTRATIVE

~~31.~~32. Repeal of Bylaw

~~31.1.~~32.1. The City of Charlottetown Council Code of Conduct Bylaw #2018-15 which was approved and adopted by City Council on December 4, 2018 and amended on February 11, 2019 and March 6, 2019.

~~32.~~33. Effective Date

~~32.1.~~33.1. This Code of Conduct Bylaw, #2020-CC-01, shall be effective on the date of approval and adoption noted below:

First Reading:

This Council Code of Conduct Bylaw, #2020-CC-01, was read a first time and approved by a majority of members present at the Council meeting held on the ____day of _____, 2020

Second Reading:

This Council Code of Conduct Bylaw, #2020-CC-01, was read a second time and approved by a majority of members present at the Council meeting held on the _____day of _____, 2020

Approval and Adoption by Council:

This Council Code of Conduct Bylaw, #2020-CC-01, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Witness the corporate seal of the City.

_____ _____

Mayor **Chief Administrative Officer**

This Council Code of Conduct Bylaw, #2020-CC-01 adopted by the Council of the City of Charlottetown on the _____ day of _____ is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

~~**SCHEDULE 'A'**~~

~~**FORM MGA-MG-2**~~

~~**COUNCIL MEMBER DISCLOSURE STATEMENT**~~

~~A Disclosure Statement form is provided by the Minister of Municipal Affairs and is available on the Province of Prince Edward Island's website.~~

SCHEDULE 'A' - CODE OF CONDUCT COMPLAINT FORM

COMPLAINANT INFORMATION
(Required Section)

Full Name: _____ _____
Last Name First Name

Position (if any): _____

Phone Number: _____

Address: _____
Address

_____ _____
Community Postal Code

Email (Optional) _____

Signature: _____

INCIDENT REPORT
(Required Section)

Who Committed the Alleged Violation?

Full Name: _____ _____
Last Name First Name

Position: _____
(Mayor/Deputy Mayor/Council/Council Member/Committee Member)

Witness Information
Include the names, position titles, and contact information, if applicable/available, for anyone who may have observed or have information regarding the alleged violation.

Details of the Alleged Violation
Provide as much detail as possible regarding the facts of the situation.

Description of the violation (section of municipal by-law violated, what was observed, who was involved, what was said or happened), including any background/context:

When and where did this situation happen (dates, times, and locations)?

Date of Violation: _____

Additional Details:

Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):

DISCLOSURE DETAILS (Optional Section)
What was happening before the situation occurred?
Did anyone respond or react to the situation (who responded, what did they say or do)?
INFORMAL RESOLUTION REPORT (Required Section)
An informal resolution attempt includes a conversation between the individuals involved in the complaint, and, if necessary, the Mayor. *If your complaint is unsuitable for an informal resolution attempt, please indicate that here.*
Describe the steps taken to resolve the conflict:
How did the respondent react?
Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):

FOR COMPLETION BY THE CAO
Respondent Information (for intake reviewer's reference only):
Date Received: _____ **CAO Signature:** _____

If a complaint against a member of Council is substantiated in accordance with the process established under the Code of Conduct Bylaw, the Council member must, subject to subsections (4) and (5), repay to the City all the legal expenses paid pursuant to subsection (1).



PRINCE EDWARD ISLAND
ÎLE-DU-PRINCE-ÉDOUARD

CODE OF CONDUCT REGULATIONS

PLEASE NOTE

This document, prepared by the ***Legislative Counsel Office***, is an office consolidation of this regulation, current to March 30, 2024. It is intended for information and reference purposes only.

This document is ***not*** the official version of these regulations. The regulations and the amendments printed in the ***Royal Gazette*** should be consulted on the Prince Edward Island Government web site to determine the authoritative text of these regulations.

For more information concerning the history of these regulations, please see the ***Table of Regulations*** on the Prince Edward Island Government web site (www.princeedwardisland.ca).

If you find any errors or omissions in this consolidation, please contact:

Legislative Counsel Office
Tel: (902) 368-4292
Email: legislation@gov.pe.ca

CODE OF CONDUCT REGULATIONS

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MUNICIPAL GOVERNMENT ACT

CHAPTER M-12.1

CODE OF CONDUCT REGULATIONS

Pursuant to section subsection 107(1) and clause 261(1)(e) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1, Council made the following regulations:

1. Definitions

In these regulations, "**Act**" means the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1. *(EC158/23)*

2. Code of conduct bylaw, requirements

(1) In addition to complying with the requirements of Part 4, Division 6, of the Act, the council of a municipality shall, in its code of conduct bylaw, establish rules

(a) in relation to the public notice and publication to be undertaken by a council where a member of council has been sanctioned under subsection 107(3) of the Act;

(b) in relation to the public notice and publication to be undertaken by a chief administrative officer with respect to the financial disclosure statements filed with the chief administrative officer pursuant to clause 107(2)(d) of the Act;

(c) addressing the necessity for members of council to treat every person, including other members of council, municipal employees and the public with dignity, understanding and respect;

(d) addressing the necessity for members of council to refrain from engaging in discrimination, bullying or harassment in their roles as members with respect to other council members, municipal employees and the public; and

(e) addressing the necessity for members of council to refrain from using derogatory language towards other members of council, municipal employees and the public.

Complaint process

(2) The council of a municipality shall, in its code of conduct bylaw, establish a process for complaints, including at a minimum

(a) who may submit a complaint;

(b) the form in which complaints shall be submitted;

(c) the person or persons to who a complaint shall be submitted;

(d) the time period after the occurrence complained of becomes known to the complainant during which a complaint about that matter shall be submitted;

(e) rules for determining whether a complaint is frivolous or vexatious and for dismissing the complaint on that basis;

(f) rules prohibiting any person from making reprisals or taking other action against a person who has made a complaint; and

(g) rules respecting an informal complaint resolution process.

Investigation process

(3) The council of a municipality shall, in its code of conduct bylaw, establish a process for the investigation of complaints that have not been resolved through an informal complaint resolution process, including at a minimum

(a) the appointment of a third-party investigator by the council;

(b) the process for the investigator's review of the complaint and determination whether further investigation is necessary;

(c) the investigation process, including the information to be provided to the council member who is the respondent and the respondent's right to respond to the complaint;

(d) requiring the council member who is the respondent to assist the investigator during the investigation and to participate in the investigation in good faith; and

(e) specifying the time within which the investigator shall provide a report of findings, recommendations and proposed sanctions, if any, to the council, the complainant and the respondent.

Role of investigator

(4) The council of a municipality shall, in its code of conduct bylaw, specify the role of the investigator in the complaint resolution process, including at a minimum the following duties:

(a) to determine whether a breach of the code of conduct has occurred based on the information provided by the complainant;

(b) to determine whether informal attempts were made to resolve the complaint and whether those attempts were successful;

(c) where a complaint is unresolved following informal attempts to resolve it, to investigate the complaint;

(d) to ensure that the complainant and respondent are provided with the opportunity to be heard;

(e) to report to the council in accordance with clause (3)(e) and the terms of the bylaw.

Council's review of report

(5) On receipt of the investigator's report, council shall at its next meeting

(a) close the meeting to the public and review the report; and

(b) following the review of the report, re-open the meeting to the public and hold a vote to determine

(i) whether the council member breached the code of conduct, and

(ii) if so, the appropriate sanction, if any.

Majority

(6) The vote referred to in subsection (5) shall be determined by a majority of the members present and voting at the meeting. *(EC158/23; 274/24)*

3. Code of conduct for committees, etc.

(1) The council of a municipality shall include in its code of conduct bylaw a code of conduct for members of committees and directors of controlled corporations established by council who are not members of council.

Requirements

(2) The council of a municipality, in establishing the code of conduct for members of committees and directors of controlled corporations who are not members of council, as referred to in subsection (1), shall, at a minimum, establish rules

(a) addressing the necessity for the members and directors to treat every person, including other members and directors, with dignity, understanding and respect;

(b) addressing the necessity for the members and directors to refrain from engaging in discrimination, bullying or harassment in their roles as members or directors with respect to other members and directors; and

(c) addressing the necessity for the members and directors to refrain from using derogatory language towards other members and directors. *(EC158/23)*

4. Code of conduct training

(1) The code of conduct bylaw of a municipality shall require that within the first six months after a member of council is appointed, elected or re-elected

(a) the chief administrative officer of the municipality shall arrange for training in accordance with subsection (3) to be provided to the member on the code of conduct for members of council; and

(b) the member shall complete the training arranged by the municipality.

Initial training

(2) Within the first six months after this section comes into force, the chief administrative officer of a municipality shall ensure that training on the municipality's code of conduct is made available to each member of council and that each member is aware that the member is required to complete the training.

Training course

(3) The training provided under this section shall consist of the training course on member conduct specified by the Minister.

Report to council

(4) The chief administrative officer shall report to council if a member fails or refuses to complete the training made available to the member.

Consequence

(5) A member who fails or refuses to complete the code of conduct training made available to the member within the required time specified in subsection (1) or (2), as applicable, shall not, until the member completes the training,

(a) carry out a power, duty or function as a member of council; and

(b) shall not receive any remuneration.

Member deemed absent

(6) A member who has not yet completed the code of conduct training as required under this section is deemed to be absent from a meeting even if that member is physically present during all or part of the meeting. *(EC158/23)*

5. Sanctions - factors to be considered

(1) The council of a municipality shall consider the following when deciding whether to impose a sanction for a breach of the code of conduct:

(a) the nature of the breach, including the number of occasions on which the breach occurred and the length of time the activity or conduct that constituted the breach lasted;

(b) whether the breach was intentional or inadvertent;

(c) whether the council member took any steps to remedy the breach or mitigate the consequences of the breach;

(d) whether the council member previously breached the code and the circumstances of that breach;

(e) whether the council member has previously refused to comply with a sanction for a breach of the code;

(f) the recommendations of the investigator.

Imposing sanctions

(2) Where a council of a municipality decides to impose specific sanctions in its code of conduct bylaw for a breach of the code of conduct, the code of conduct bylaw may include one or more of the following sanctions:

(a) pursuant to subsections 107(3) and (4) of the Act, a fine in an amount not exceeding $500;

(b) a letter of reprimand addressed to the council member;

(c) a request that the council member issue a letter of apology to a specified person or persons;

(d) a requirement that the council member attend training as recommended by the council;

(e) suspension of the council member for a period not to exceed

(i) six months, or

(ii) the expiry of the member's term of office,

whichever occurs first;

(f) reduction or suspension of the council member's compensation as provided for under subsection 82(2) of the Act.

Compliance required

(3) A council member who is sanctioned by council for a breach of the code of conduct shall comply with the terms of the sanction within the time period specified by the council.

Consequences of suspension

(4) Where a council member is suspended pursuant to clause (2)(e), the council member shall not, during the period of the suspension,

(a) in the member's capacity as a council member, sit on council, a committee of council or the board of directors of a controlled corporation or other entity established by the municipality; or

(b) receive any remuneration, allowance or other sum from the municipality or a controlled corporation or other entity referred to in clause (a) in respect of the member's discharge of duties as a council member. *(EC158/23)*

6. Review

A council shall review and update its code of conduct bylaw at least once every five years starting from the date the bylaw is passed. *(EC158/23)*

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Strategic Priorities, Communications & Intergovernmental Affairs # 2

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Councillor Justin Muttart

Seconded by Councillor Trevor MacKinnon

RESOLVED:

That Council support the campaign to establish a Canadian Chinese Heritage Month by authorizing the Mayor to write to the federal Minister of Canadian Identity and Culture requesting that the Government of Canada formally proclaim February as Canadian Chinese Heritage Month nationwide.

City of Charlottetown Committee Report

Report No: SPC&IC-2026-09-003

Date: September 24, 2026

Directed to Council through the following Committee:
Strategic Priorities, Communications & Intergovernmental Cooperation

Reporting Department:
Mayor's Office

Other Associated Departments:
N/A

Prepared by:
Administration

Attachments:

- Letter – Chinese Culture Federation

Report Title:
Canadian Chinese Heritage Month

Report Purpose:
Campaign for Canadian Chinese Heritage Month Proclamation

Staff Recommendation: That Council support the campaign to establish a Canadian Chinese Heritage Month by authorizing the Mayor to write to the federal Minister of Canadian Identity and Culture requesting that the Government of Canada formally proclaim February as Canadian Chinese Heritage Month nationwide.

Report Details:
The Chinese Cultural Federation is calling on municipalities across Canada to support a national campaign urging Parliament to establish February as Canadian Chinese Heritage Month. To date, 17 Canadian municipalities have expressed their support for this initiative.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:

Legislative Authority:
Municipal Government

Strategic Alignment:
Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Staff:	**Director/CAO**
Chantal Matheson	

Committee Recommendation: (if differing from staff)

CHINESE CULTURE FEDERATION 中华文化联合会

Chinese Culture Federation

201 Water Street, Summerside, PE, C1N 1B4

(902) 314-2608

Mayor Philip Brown
City Councillors
City of Charlottetown
PO Box 98
Charlottetown, PE C1A 7K2

RECEIVED 01/07/25

Re: Campaign for a Canadian Chinese Heritage Month - Request for a Motion of Support from Your Council

Dear Mayor Brown and Councillors,

We write today to update you in regard to the national campaign urging Parliament to enact a Canadian Chinese Heritage Month.

The campaign was launched by the Chan Associations of Montreal and United Against Hate Canada on March 20. Today we comprise 37 partner organizations across the country and have obtained 17 municipal motions of support including from Toronto City Council, Brampton, Burnaby, Nanaimo, Cape Breton Regional Municipality, etc.

We are pleased to alert you that our organization, the Chinese Culture Federation is a member of the campaign and that I have been named campaign chair fo Princ Edward Island.

My mandate includes contacting community organizations and residents to alert them to the campaign and to obtain their support particularly in inviting them to sign House of Commons petition e-7523 which calls for a Chinese Heritage Month.

You can consult the petition here:

https://www.ourcommons.ca/petitions/en/Petition/Sign/e-7523

Canada currently has 69 officially recognized commemorative days and months but none are specific to the Chinese, a community whose history in our country predates Confederation. That is a glaring omission.

There are 1.8 million people of Chinese descent in Canada. The Chinese are the only group to ever face official legal discrimination in the form of a Head Tax and then an Exclusion Act. Nevertheless, Chinese Canadians have demonstrated remarkable resilience. They have played a significant role in the development of Canada and have firmly established a deep-rooted presence in the country. And such contributions and enthusiasm are also evident in Prince Edward Island. Because they have regarded this land as their own home.

We request that at its August 11 meeting that Council consider a motion of support for the campaign.

We recommend the following text if you are agreeable to a motion:

MOTION TO URGE PARLIAMENT TO ENACT A CANADIAN CHINESE HERITAGE MONTH

Whereas, Canada is strengthened by its cultural diversity, and the contributions of Chinese Canadians have been integral to the social, economic, and cultural fabric of the nation;

Whereas, Chinese Canadians have played a significant role in the development of Canada, Prince Edward Island and the City of Charlottetown, including contributions to the building of the Canadian Pacific Railway, entrepreneurship, public service, and community leadership;

Whereas, Chinese Canadians have faced historical injustices, including the Chinese Head Tax and the Chinese Exclusion Act, and continue to demonstrate resilience and commitment to building an inclusive Canada;

Whereas, recognizing and celebrating the heritage, culture, and contributions of Chinese Canadians promotes greater understanding, inclusion, and unity across all communities in Canada;

Whereas, other cultural heritage months have been established to recognize and celebrate the contributions of diverse communities across Canada;

Whereas, the Government of Ontario to adopt Bill 183 on December 19, 2024 proclaiming that February be Chinese Heritage Month everywhere in the

province;

Whereas, Chinese organizations across Canada and United Against Hate Canada have urged Parliament to enact a Canadian Chinese Heritage Month and called on municipalities to voice their support.

It is therefore recommended:

That Council recognize the contributions of the Chinese community to the success and growth of Charlottetown, Prince Edward Island and Canada.

That Council urge Parliament to enact a Canadian Chinese Heritage Month.

That the City Clerk forward a copy of this resolution to the Members of Parliament representing Prince Edward Island.

Permit me on behalf of the campaign for your gesture of solidarity. We are even more grateful for the tremendous support that the Charlottetown municipal government provided to our Chinese community in the past. Such a bond is extremely precious and worthy of being cherished. Thank you.

Yours truly,

Zhang Lian

Lian Zhang
Chinese Culture Federation
Campaign Chair - Prince Edward Island

PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
October 13, 2026

The Public Works Committee met on Wednesday September 23, 2026, and the DRAFT minutes are included in your meeting package.

The Civic Board for Persons with Disabilities met on Tuesday September 15, 2026, and the DRAFT minutes are included in your package.

Capital and Operational Summaries are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Mitchell Tweel, Chair

Public Works Committee Meeting
Wednesday, Sept 23, 2026
12:00 PM, Parkdale Room, City Hall

DRAFT

Present: **Chair, Councillor Mitchell Tweel**
Mayor Philip Brown
Councillor Justin Muttart
Councillor John McAleer

Also: **Ylber Gashi, Public Works Manager**
Joey MacKinnon, Public Works Assistant Manager
Brad MacConnell, Chief Administrative Officer
Amber Robb, Public Works Administrative Assistant
Richard MacEwen, Director of Community Services
Sophie Hayes, Junior Engineer
Berry Genge, Junior Engineer
Riley Taweel, Traffic Engineer

1. Call to Order
Councillor Tweel, Chair, called the meeting to order at 12:03 PM.

2. Declarations of Conflict of Interest
There were no conflicts of interest declared.

3. Approval of Agenda
Moved by Mayor Brown and seconded by Councillor Muttart that the agenda be approved as circulated. Carried.

4. Approval of Minutes
Moved by Mayor Brown and seconded by Councillor Muttart that the draft minutes from August 26, 2026 be approved. Carried.

5. Business Arising from the Minutes
Mayor Brown asked for an update on the Street Sweeper Program: key points from the discussion as follows:

- The city currently operates two mechanical street sweepers. The newer machine has been experiencing mechanical problems after a change in manufacturer ownership. There have been issues obtaining replacement parts and resolving a suspected wiring problem. The supplier has been working onsite to diagnose and repair the machine.
- While the newer mechanical sweeper is out of service the other machine is covering both service areas on a rotating schedule.
- The city also has manual sweepers on staff who service neighbourhood routes.
- Councillors asked if the manual sweeper routes are continuing with new operators or if they are being phased out as current operators leave. Citizens frequently ask what happened to sweepers that formerly serviced their streets. Councillors emphasized that residents value the service provided by these individuals and consider them one of the city's best assets. They are important for neighbourhood cleanliness and beautification and are positive ambassadors who interact directly with residents.
- There are areas of the city that no longer receive manual street sweeper service.

- There was interest in examining whether manual sweeper coverage could expand to additional neighbourhoods while considering challenges such as staffing, funding and the limited speed and capacity of service that manual sweepers can provide.
- Senior staff were asked to prepare an examination of:
    - The current street sweeper program: mechanical and manual
    - Existing coverage
    - Potential options for expanding or modifying the service to other neighbourhoods
    - Operational and funding implications

6. Motion to Move into a Closed Session as per the MGA
Moved by Councillor Muttart and seconded by Mayor Brown. Carried

7. Business Arising from the Closed Session
There was no business arising from the closed session.

8. Reports/Discussions

a) Public Works Update – Capital and Operational Summaries
Report was provided for information purposes, key points from the discussion as follows:
Exhibition Drive Reconstruction

- Underground utility and pipe installation work is nearing completion. Staff expect most of all pipe work to be finished within approximately three weeks, weather permitting. The project will then move into curbing and paving.
- The original target for completion was mid-October. Due to a late start, weather delays and unforeseen underground conditions the schedule has shifted slightly but staff are confident that the project will be completed before the end of the year.
- Much of the progress is underground and not yet visible to the public, residents will see rapid visual, changes once the surface work begins.

Pownal Parkade Rehabilitation

- Project is behind schedule due to weather but much of the parking structure was available during construction.
- Current estimates suggest one or two months of work remain on the interior and the roof which is affected by weather.

Heartz Hall Renovation

- Project is behind schedule due to delays of the elevator delivery and ongoing supply-chain challenges.
- Current estimates suggest one or two months of work remain.

North River Road Improvements

- Phase 1 tender submissions have just closed with two bids received.
- Bids will be reviewed with consultants, staff hope to award the contract within the week.
- Phase 1 will include work from Capital Drive to slightly beyond Thompson Drive and along Lower Malpeque Road up to Kirkdale Road.

Traffic Congestion

- Councillor McAleer has been hearing public concerns around traffic congestion in areas like North River Road and Spencer Drive, he stressed the importance of advancing road and infrastructure projects to help address growing congestion throughout the city.

b) Civic Board for Persons with Disabilities
Two reports were provided for information purposes, there was no additional discussion.

9. Introduction of New Business
There was no introduction of new business.

10. Adjournment

Moved by Mayor Brown and seconded by Councillor Muttart that the meeting be adjourned. Carried.
The meeting concluded at 12:50 PM.

City of Charlottetown Committee Report

Report No: PW-2026-09-23-002

Date: September 23, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi / Joey MacKinnon

Attachments:

- Capital Summary
- Operational Summary

Report Title:
Department Update – Capital and Operational Summaries

Report Purpose:
Provide information on Public Works operations and capital projects

Staff Recommendation:
Report provided for informational purposes.

Report Details:

1. **General Overview:**

The Public Works Department is currently managing several ongoing projects. At the same time, operational staff are beginning fall work. Please see summary pages and sections below for further information.

The following provides additional information regarding recently awarded projects publicly issued through the City's website, as well as through the invitational procurement process in accordance with the City's Procurement Policy. The following projects have been awarded since the last Committee meeting.

2. **Sidewalk Package B**

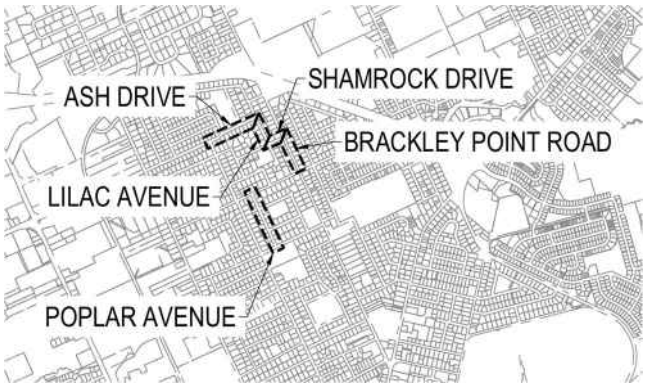
The public Request for Quotes for "2026 Sidewalks – Package B" received five (5) submissions as listed below.

Bidder	Total Submission Price
Birt & McKay	$ 1,647,224.11 plus all applicable taxes
Curran & Briggs	$ 1,288,187.00 plus all applicable taxes
Birch Hill Construction	$ 1,441,076.00 plus all applicable taxes
Landmark Construction	$ 1,484,295.00 plus all applicable taxes
Island Coastal Construction	$ 1,534,912.67 plus all applicable taxes
Earthform Landscaping	**$ 1,267,500.00 plus all applicable taxes**

In accordance with the new Procurement Policy, this project has been awarded to Earthform Landscaping, the lowest bidder. Their submission is compliant, falls within the approved amount included in the 2026/27 Capital budget, and given their history of successfully completing projects for the City of Charlottetown, staff are confident in their ability to complete this work to a high standard.

The sidewalk locations include:

- Poplar Avenue from Pine Drive to Oak Drive
- Ash Drive from Maple Avenue to Lilac Avenue
- Shamrock Drive from Lilac Ave to Brackley Point Road
- Lilac Avenue from Ash Drive to Shamrock Drive
- Brackley Point Road from Shamrock Drive to Oak Drive (note this is only concrete curbing work to ongoing address stormwater issues).



3. **Large Fleet**

In September 2026, the Public Works Department awarded the following four purchases as noted below:

Kubota M7060 Tractor with Front Loader Arms	
Vendor	Submission
Good Equipment	**$87,899.00**
Kensington Agriculture	$93,177.82
Kubota M5-111 Tractor with Attachments	
Vendor	Submission
Good Equipment	**$242,350.00**
Kensington Agriculture	$245,232.48
12' LiveEdge Metal Pless Front Plow	
Vendor	Submission
Atlantic Coastal Equipment	**$33,944.09**
Zamboni 200m Tractor Attachment	
Vendor	Submission
Saunders Equipment	**$34,524.73**

In accordance with the new Procurement Policy, the Request for Quotation (RFQ) for the 12' Live Edge Metal Pless plow was awarded to the only compliant bid received, Atlantic Coastal Equipment.

Good Equipment was the lowest Canoe quote received on both Tractors and attachments. The Kubota M7060 is for Parks and Rec and the Kubota M5-111 is for Public Works.

Saunders Equipment is the only approved Zamboni dealer for the Maritime provinces. They are also a member of the Canoe Procurement Program. The Zamboni 200m was awarded to Saunders Equipment.

Council or Committee History:
Monthly updates.

Financial Implications:
Budgeted expenditures as noted.

Public Engagement and Communication:
Capital Project informational sessions. Public Tendering process.

Legislative Authority:
Section 180 (b), Part 7, Division 2 of the Prince Edward Island *Municipal Government Act*

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, Sept 18, 2026	RDM September 21, 2026

Committee Recommendation: (if differing from staff)

Capital Summary Update - Public Works
September 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED CONSTRUCTION TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Street Reconstruction Projects					
Spencer Drive Extension	Design In Progress	Design - 90%	Design work in progress.	TBD	TBD
Exhibition Drive Reconstruction	Construction in Progress	45%	Construction underway.	April 2026 - October 2026	$ 5,147,333.00
University Avenue - Phase 1.1	Design In Progress	Design - 25%	Design work and Utility coordination in progress	TBD	TBD
Roads - Street Resurfacing	Package A - Construction in Progress	59%	-	Summer 2026 - Late Fall 2026	$ 1,564,602.17
	Package B - Construction in Progress	20%	-	Summer 2026 - Late Fall 2027	$ 1,583,859.82
2026 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Woodlawn Drive from Mt Edward Road to Maple Avenue	Sidewalk Package A - Construction in Progress	50%	Construction underway.	Late Summer 2026 - Late Fall 2026	
Rosemount Drive from Nassau Drive to Belvedere Avenue	Sidewalk Package A - Construction in Progress	20%	Construction underway.	Late Summer 2026 - Late Fall 2026	$ 1,499,621.00
Royalty Road from Upton Road to Nanak Avenue	Sidewalk Package A - Construction in Progress	40%	Preliminary work underway	Late Summer 2026 - Late Fall 2026	
Norwood Road from Friar Drive to the apartment buildings	Construction in Progress	n/a	Awarded to Island Coastal Services.	Fall 2026 - Late Fall 2026	$ 1,363,615.64
Poplar Avenue from Pine Drive to Oak Drive	Sidewalk Package B - Construction in Progress	<10%	Awarded to Earthform. Construction underway.	September 2026 - Late fall 2026	
Ash Drive from Maple Avenue to Lilac Avenue, **Shamrock Drive** from Lilac Ave to Brackley Point Road, **Lilac Avenue** from Ash Drive to Shamrock Drive, and **Brackley Point Road** from Shamrock Drive to Oak Drive.	Sidewalk Package B - Construction in Progress	<10%	Awarded to Earthform. Construction underway.	September 2026 - Late fall 2027	$ 1,267,500.00
Municipal Buildings					
West Royalty Community Center - Priority 1 upgrades	Construction in Progress	90%	Construction is nearing completion, with chimney work and minor flooring work still ongoing.	June 2026 - Fall 2026	$ 529,000.00
West Royalty Community Center - HVAC upgrades	Construction in Progress	80%	Duct, heat pump, and fan installations are mostly complete, with the remaining work limited to the boiler room and will occur upon the arrival of the ERV, which has been delayed until mid September.	Summer 2026 - Fall 2026	$ 164,600.00
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Construction in Progress	70%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - Late Fall 2026	$ 988,464.00
Sherwood Community Centre - Phase 1 Detailed Design	Consultant Services Awarded	n/a	The detailed design of the new facility has been awarded to Architecture49.	Fall 2026 - Spring 2027	$ 273,599.63
Historic District Functional Plan	Consultant Services Awarded	n/a	The development of a guide for infrastructure upgrades and maintenance for the “Historic District” area in Charlottetown has been awarded to WSP.	Fall 2026 - Spring 2027	$ 142,740.00
City Hall - Security Upgrades	Project Awarded	70%	Project underway.	In Progress - Summer 2026	$ 94,300.00
70 Kent Street (Planning) Upgrades	Project Awarded	<10%	Beginning phases of construction are underway.	August 2026 - Winter 2026	$ 269,300.00
Euston Street Redevelopment	Construction in Progress	75%	Construction work underway	In Progress - Fall 2026	$ 1,697,000.00
Euston Street Redevelopment - Solar Panel Array	Project Awarded	n/a	Work to begin upon completion of roof work.	Fall 2026	$ 24,000.00
Euston Street Redevelopment - Level III Chargers	Construction in Progress	60%	EV Chargers installation in progress. Earthwork is complete,.	In Progress - Summer 2026	$ 219,000.00

Capital Summary Update - Public Works
September 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED CONSTRUCTION TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Transit Building Upgrades and Expansion	RFP Posted for Consultant Services	n/a	An RFP has been posted to solicit proposals for the upgare of the existing transit building located at 5 Mt Edward Rd, and the expansion of the building.	TBD	TBD
12 MacAleer Priority 1 Upgrades	Tender Posted	n/a	A tender has been posted for various miscellaneous upgrades at 12 MacAleer Drive related to building safety and condition. The scope generally includes items identified as first priority in a recent building condition assessment.	TBD	TBD
Police Station Priority 1 Upgrades	Tender Posted	n/a	A tender has been posted for various miscellaneous upgrades at the Charlottetown Police Station related to building safety and condition. The scope generally includes items identified as first priority in a recent building condition assessment.	TBD	TBD
City Hall and Fire Station 1 Generator	Tender Posted	n/a	A tender has been posted for the provision and installation of a new generator to service both City Hall and Fire Station 1.	TBD	TBD
Parkades Major Repairs & Parking					
Pownal Parkade Concrete Restoration	Project Awarded - Construction in Progress	80%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - Winter 2026	$ 1,959,580.00
Queen Street Parkade - Temporary Infill Repairs	Project Awarded	n/a	Atlantic Underground Services has been awarded a contract to repair areas of concrete deterioration (potholes) identified as urgent in the recent study completed by RJC Engineers.	Fall 2026	TBD
Master Plans & Studies					
Municipal Design Guidelines	Consultant Services Awarded	75%	Draft chapters are in review.	In Progress - Late Fall 2026	$ 265,512.00
Grafton Street Master Plan	Consultant Services Awarded	99%	Final draft complete. Final reviews are in progress.	In Progress - Late Fall 2026	$ 265,512.00

City of Charlottetown - Public Works Department

Public Works Operational Report: September 2026

Public Works staff continue to work diligently across all divisions as we continue the busy summer months. Crews are focused on delivering critical repairs, beautification and maintenance programs to keep the city safe, functional, and welcoming for residents and visitors. Below is a summary highlight of the ongoing operations.

- **Sidewalks** – All crews, including curbing, are focused on sidewalk repairs for upcoming paving, W&S digs, and inspection deficiencies. Crews are currently focusing on school zones ahead of the school year.
- **Events –** Preparations underway for major summer events, assisting with Street closure events using our new road barricade system. Some upcoming events are the weekly Downtown Farmers Market, Moonlight Bizaare, Farm Day in the City, Trucks for Kids.
- **Buildings** – Ongoing work to maintain buildings.
- **Asphalt** – Crews working on repairs, patching, and W&S cuts. Crews are currently focusing on school zones ahead of the school year.
- **Beautification** - Working hard to keep flower beds including roundabouts and hanging baskets watered. 2 trucks on the road to try and keep areas watered. Street Corners and plow damage cleanups still ongoing.
- **Grass** – Steady work maintaining all areas.
- **Catch Basins** – 2 crews completing street resurfacing list repairs and general maintenance.
- **Sweepers** – 2 mechanical units active along with manual downtown sweeping.
- **Signs** – Regular maintenance and changing banners/billboards as per schedule
- **Trees** – Trimming and maintenance ongoing
- **Meters** – Work remains steady.
- **Fleet** – Ongoing work and planning for seasonal transitions.
- **Department Requests** – Ongoing assistance with barricades, fencing, storage, signage, moving equipment, garbage pickup, bylaw/encampments, needle pickup, and event support.

Civic Board for Persons with Disabilities
Tuesday, September 15, 2026, 3:00PM
Simmons Sports Centre

DRAFT

Present: Chair Glen Flood
Mayor Philip Brown
Amber Robb (Staff)
Anthony Welsh
Linda Clark
Alison Galley
Jeannie Poole

Regrets: Judith Bayliss

1. Call to Order
Chair, Glen Flood called the meeting to order at 3:10 PM

2. Declarations of Conflict of Interest
There were no conflicts of interest declared.

3. Approval of Agenda
Moved by Jeannie, seconded by Alison that the agenda be approved as circulated. Carried.

4. Approval of Minutes
Moved by Linda, seconded by Anthony that the draft minutes from August 25, 2026, be approved. Carried.

5. Business Arising from Minutes
There was no business arising from the minutes.

6. Discussion Items

a) Accessible Vehicle Update

- Glen reported that all parties involved in the accessible taxi committee have agreed to a name for the service which will be managed by Pat and the Elephant. Fees have been set and service is expected to begin October 1, 2026.
- The service will encompass Charlottetown, Cornwall and Stratford operating from 7am-1am daily with extended service to 3am on Friday and Saturday. An afterhours service will still be available as needed. All forms of payment will be accepted.
- Fees will be based on distance travelled, like booking a regular taxi service. Support workers accompanying the rider will not be charged an additional fare.
- Users can book rides by calling a local number or scheduling online.
- A tagline suggestion of Judiths has been used for marketing and promotional services.

- Details for the launch will be posted on social media and could be broadcast on CBC Compass and well as CBC Radio and other local news stations.
- Glen acknowledged the work of the committee to this cause and thanked them for two years of good dialogue and diligence. Seeing it come to fruition is a great accomplishment by all involved.

b) Guest Speaker Update

- Rick Hansen will not be back in PEI for his event until November.

7. Introduction of New Business

- Amber confirmed that this was the final meeting for this term. She thanked the group for their work as a committee and commitment to accessibility for all citizens of Charlottetown. The group is encouraged to continue to bring forward concerns and ideas as they arise.
- Accessibility Award Nominations for 2026 will remain open until December 31, 2026. A ceremony will take place in the Spring of 2027 if applicable.
- A hard copy of T3 bus routes will be available soon to address the needs of those who are unable to access it online.
- Mutch gratitude was expressed by Mayor Philip Brown to Amber for her great organizational skills supporting the Committee and to Glen for his leadership as well to the Committee members for their commitment and teamwork in promoting accessibility and inclusion in Charlottetown.

8. Adjournment

Moved by Linda, seconded by Anthony. The meeting adjourned at 3:45 PM.

Due to the upcoming Municipal Election in November 2026, the Civic Board for Persons with Disabilities will not meet again until a new Council is formed, and board members have been selected.

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
October 13, 2026

The Protective & Emergency Services Committee met September 15, 2026 and the minutes are included in your package.

There is one (1) resolution for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Tuesday, September 15, 2026
11:30 AM – Parkdale Room
Open Session

Present: Mayor Philip Brown**,** Member at Large
Councillor Julie McCabe, Chair
Councillor Kevin Ramsay, Member at Large
Councillor Bob Dorion, Member at Large (Telecom)

Also: Brad MacConnell, CAO
Darren MacDougall, APC
Tim Jenkins, AFC
Winston Bryan, FI
Jill Stewart, EA

Regrets: Jackie Torraville, EA

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:30 AM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the agenda be approved. Motion carried.

4) Approval of Minutes
It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the minutes from July 21,2026 be approved. Carried.

5) Business Arising from Minutes
No business arising from the minutes.

6) Reports/Discussions:

a. Capital Budget Transfer
Acting Fire Chief Tim Jenkins presented the report.

After reviewing the capital funds approved for fiscal 2026/2027, the department has determined that a transfer of funds between capital accounts will more effectively address the department's current needs.

- Due to increased costs and newly identified materials, we have determined that we will most likely exceed our current capital fund allotment for small equipment.
- Enhancements to our radio system coverage hardware and replacement of some of our paging and redundant alerting systems is required.
- Funds previously allotted to SCBA replacements have been identified as a low priority.

It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the Protective & Emergency Services Committee forward the Capital Budget Transfer Request to the Finance Committee for approval. Carried 3-0.

b. Operational Report

Acting Fire Chief Tim Jenkins presented the report.

The report highlighted the number of fire/general inspections, fire investigations, education sessions, and emergency responses. Additional areas noted included training and department activities.

Deputy Chief Kent Mitchell remains out of the office while recovering from health challenges, and the department wishes him a speedy recovery.

c. Vacant Building Inventory

Acting Fire Chief Tim Jenkins presented the report.

It was reported that four properties had been identified on the previous vacant building report. Three of the four properties have now had all items identified through hazard compliance orders addressed and will therefore be removed from the hazard compliance inventory.

The remaining property, 31 Kirkwood Drive, continues to be classified as hazardous and unsightly. Staff, including the building inspector and bylaw officer, have been working with the property owner to address the outstanding concerns. An inspection with the building inspector was scheduled for the following Tuesday to assess the overall condition of the property. Staff will subsequently return to the Committee with recommendations regarding the appropriate next steps under the applicable bylaws.

It was confirmed that the 18-month compliance period for the property has expired. Staff advised that they continue to work with the owner and their family to improve the situation and address safety concerns. Staff expressed concerns regarding the owner's safety and indicated that they may need to work with partner agencies and other levels of government to provide appropriate support.

Staff advised that vegetation maintenance at the property was scheduled, including cutting the grass and trimming the property. Efforts are also underway to obtain occupancy/access to allow the building inspector to assess the interior. Staff noted that since the dwelling had been vacated, it has been broken into resulting in damage and significant debris inside the building.

The Committee was advised that the owner has undertaken some work, including installing new windows and doors. Staff continue to meet with and guide the owner regarding the appropriate sequence of work and applicable requirements. Staff also noted that the owner has been attempting to maintain the property on their ownwhere possible.

The Committee discussed the municipality's unsightly, hazardous and dangerous property bylaw and the updates that have been made to its definitions and provisions in recent years.

Staff advised that a legal review will be undertaken as the 31 Kirkwood Drive matter progresses to ensure that the municipality is appropriately positioned under the bylaw. Legal counsel at Cox & Palmer is expected to be consulted.

The Committee discussed 479 University Avenue, located at the corner of Belvedere and University Avenue.

Staff clarified that the property is not completely vacant, as a contractor is currently using part of the building for storage and has inventory on site. The former coroner's office is no longer located at the property.

Staff advised that, although portions of the property are being used, the building has experienced significant deterioration, including roof leaks and repeated break-ins. A security/alarm system has been installed, and the property is maintained with snow clearing and grass cutting.

The Committee asked whether the occupants are subject to applicable fire and life safety requirements. Staff confirmed that they are and advised that the current use does not prevent the Fire Department from carrying out its responsibilities.

The Committee discussed a property on Mount Edwad Road. Staff advised that a house located on the property is intended to be moved. The building has been placed on appropriate beams for relocation, and staff have been advised that the owner is waiting for the appropriate time to move it. Staff noted that the hazard compliance issues associated with the property have been addressed and that the relocation is a separate matter.

The Committee discussed the Jardine second barn. Staff reported that they had recently met with the owner regarding the barn. The owner is in the process of dismantling and removing the structure, with assistance from Chapman Brothers. The owner is aware of the municipality's concerns and is working cooperatively with staff to address the matter. Staff acknowledged that the size of the structure and the amount of debris involved make the process time-consuming.

The Committee also discussed concerns relating to private roads and access, including Nicholas Lane and John Yeo Drive.

Staff advised that Nicholas Lane remains accessible and provides approximately a 20-foot right-of-way. Although the roadway requires work, the condition of the road does not currently prevent emergency response access. Staff have been monitoring the roadway regularly to ensure continued access to the apartment building at the end of the lane.

A previous obstruction caused by vehicles parked in the roadway had been addressed. Staff were also aware of reports that potholes may have recently been filled and indicated that this would be confirmed during a subsequent inspection.

It was explained that the roadway is privately owned, while the buildings along it are individually owned condominium properties. The property owners are expected to contribute to a fund for maintaining the private roadway and ensuring that it remains accessible.

The Committee also discussed John Yeo Drive and the ownership and access arrangements associated with the roadway. Staff advised that the current configuration does not prevent the Fire Department from accessing the properties.

Staff further noted that Minna Jane Drive is actively used by SFX Seafood Express and therefore remains a functional roadway.

d. Enforcement & Summary Proceedings Bylaw

Acting Police Chief Darren MacDougall presented the report.

The Committee continued its discussion of the enforcement and summary offence provisions of the Wild Bird Feeding Bylaw, including the proposed penalty structure.

Members emphasized that education and voluntary compliance are the primary objectives of bylaw enforcement. It was noted that enforcement officers generally seek to educate residents, explain the requirements of the bylaw, and

work with individuals to resolve concerns before punitive measures are considered. Formal enforcement is intended as a last resort where continued non-compliance or circumstances warrant further action.

The Committee discussed the complaint-based nature of bylaw enforcement and the importance of addressing concerns in a manner that avoids conflict between neighbours. An example was provided of a property where uncontrolled bird feeding had attracted a significant number of rats and other nuisance issues, requiring pest-control intervention. Members noted that the purpose of the bylaw is to permit responsible bird feeding while addressing circumstances where feeding practices create nuisance or public health concerns.

It was noted that no fines have been issued under the Wild Bird Feeding Bylaw to date, as the penalty provisions had not yet been incorporated into the applicable summary offence bylaw.

The Committee reviewed the proposed penalty provisions, which provide for a fine of not less than $200 and not more than $1,000, consistent with the applicable summary offence framework. Members noted that the proposed penalties are intended to provide an enforcement mechanism where education and other remedies have not resulted in compliance.

The Committee agreed that the proposed penalty provisions should proceed to Council for consideration. It was further noted that the new Council may wish to review the bylaw and related provisions following its consideration of the matter.

It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the proposed summary offence and penalty provisions as outlined in the Feeding Wild Birds Bylaw, be forwarded to Council for consideration. Motion carried. 3 -0.

7. Introduction of New Business

There was no new business.

8. Motion to move into a closed session

It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown to move into a closed session as per section 119 (1)(e) of the Municipal Government Act of PEI – (e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations; of the MGA of PEI. Carried.

9. Business arising from the closed session

Tim Jenkins, AFC, will provide Council as a whole with an update on the progress of Station 3 and the Fire Underwriters Survey recommendations at a future closed session meeting.

10. Adjournment

Moved by Mayor Philip Brown and seconded by Councillor Bob Dorion that the meeting be adjourned. Carried

The meeting was adjourned at 12:52pm

City of Charlottetown Committee Report

Report No: 09-2026-01

Date: September 15, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- Budget Transfer Attachment

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
Interim Fire Chief Tim Jenkins

Report Title:
Capital Budget Transfer

Report Purpose:
For information to be forwarded to Finance Committee.

Staff Recommendation:
That Council receive this report as information and recommends approval from Finance Committee.

Report Details:
Funds Transfer –

After review of capital funds approved for fiscal 2026/2027, the department has determined that a transfer of funds between capital accounts will more effectively address the department's current needs.

1. Due to increased costs and newly identified materials, we have determined that we will most likely exceed our current capital fund allotment for small equipment.
2. Enhancements to our radio system coverage hardware and replacement of some of our paging and redundant alerting systems is required.
3. Funds previously allotted to SCBA replacements have been identified as a low priority.

Council or Committee History:
- **N/A**

Financial Implications:
- $185,000 approved funding transfer between accounts. No additional funds are required.

Public Engagement and Communication:
- N/A

Legislative Authority:

- MGA

Strategic Alignment:

- Our commitment – Transparency to Strength, Accountability and Trust.

Reviewed By:

Manager / Director	**CAO**
T. Jenkins	B. MacConnell

Committee Recommendation: (if differing from staff:

City of Charlottetown

Transfer of Budget Funds Form

Department: **Fire**

Date: September 8, 2026

TRANSFER FROM			TRANSFER TO			REASON
	Account			Account		
Amount	No.	Name	Amount	No.	Name	
$185,000.00	011-3700-54035-5409	Self Contained Breathing	$100,000.00	011-3700-54035-5408	Small Equipment	Relocate funding to priority accounts
.			$ 85,000.00	011-3700-54035-5410	Communication Equipment	
$ 185,000.00			**$ 185,000.00**			

Interim Fire Chief Tim Jenkins

Manager

Director

Finance department may affect budget transfers of less than $10,000 within a department upon written request authorized by the department manager and her/his director.

All other transfer requests shall be advanced to the Finance department authorized by the manager of the department from which funds are requested to be transferred.
Such transfer requests will be advanced to the Finance Committee for consideration.

City of Charlottetown Committee Report

Report No: 09-2026-02

Date: September 15, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
Interim Fire Chief Tim Jenkins

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receives this report as information.

	June	YTD
General Inspections	17	57
Hazard Compliance Orders	8	51
Inspections Closed	10	56
Fire Investigations	1	7
Plan Reviews/permits/consults	7	85
Drill sessions/Engine Visits	6	23
Inspector Callouts	15	51

Emergency Response	**May**	**YTD**	**Change Yr/yr**
Engine 1	54	153	+1.7%
District 1	21	79	-25.5%
District 2	27	199	27.5%
Total	**102**	**524**	**3.7%**

- Deputy Chief Kent Mitchell continues his health recovery path, and we wish him well.
- Aggressive fall training schedule planned for members.

- Very busy department through the summer with a lot of public engagement.
- We are reviewing MOU's and meeting with our EMO partner sites.
- We are modifying District 1 & 2 response areas to better allocate resources

Council or Committee History:

- Monthly updates

Financial Implications:

- Not at this time.

Public Engagement and Communication:

- N/A

Legislative Authority:

- MGA

Strategic Alignment:

- Our commitment – Transparency to Strength, Accountability and Trust.

Reviewed By:

Manager / Director	**CAO**
T. Jenkins	B. MacConnell

Committee Recommendation: (if differing from staff:

City of Charlottetown Committee Report

Report No: 09-2026-03

Date: September 15, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
Interim Chief Tim Jenkins

Attachments:
- None

Report Title:
Vacant Building Inventory

Report Purpose:
For information

Staff Recommendation:
That Council receives this report as information.

Report Details:

List of Abandoned (Vacant) Buildings Within the City of Charlottetown:

31 Kirkwood Drive **File Still Active.** **PID # 397083**
Building has had some work done but remains hazardous and unsightly. Hazard Compliance order effective date was February 5, 2025, and the 18-month window to rectify has expired. Inspectors scheduled to visit site and prepare further recommendations for committee review.

54 Maple Ave. **- Closed** **Violations have been rectified and HCO satisfied**

15/17 Sydney St **– Closed** **Violations have been rectified and HCO satisfied**

334,336,338 University Ave. - Closed **Violations have been rectified and HCO satisfied**

Council or Committee History:
Monthly updates

Financial Implications:
Not at this time.

Public Engagement and Communication:
N/A

Legislative Authority: MGA	
Strategic Alignment: Our commitment – Transparency to Strength, Accountability and Trust.	
Reviewed By:	
Manager / Director T. Jenkins	**CAO** B. MacConnell
Committee Recommendation: (if differing from staff:	

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Protective & Emergency Services # 1

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Councillor Julie McCabe

Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council amend Schedules "A" and "B" of the City of Charlottetown Enforcement and Summary Proceedings Bylaw to include the Feeding Wild Birds Bylaw and its corresponding offences and penalties, as shown on the attached.

City of Charlottetown Committee Report

Report No: 2026-07-01

Date: July 21, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Reporting Department:
Protective and Emergency Services

Other Associated Departments:
Administration

Prepared by:
Tracey McLean, Procedure & Records Coordinator

Attachments:

Excerpts from Schedules A & B of the Enforcement and Summary Proceedings Bylaw

Report Title:
Revision to applicable Schedules of the Enforcement & Summary Proceedings Bylaw.

Report Purpose:
Update the applicable Schedules of the Enforcement & Summary Proceedings Bylaw, #2024-ESP-01 to include the fine as outlined in the Feeding Wild Birds Bylaw.

Staff Recommendation:
That Council amend Schedules "A" and "B" of the City of Charlottetown Enforcement and Summary Proceedings Bylaw (ESP) to include the Feeding Wild Birds Bylaw and its corresponding offences and penalties.

Report Details:
The Feeding Wild Birds Bylaw was adopted by City Council on July 14, 2026, and now the applicable Schedules of the Enforcement and Summary Proceedings Bylaw require amendment to incorporate the corresponding fine. In accordance with Sections 3.5 and 14.1 of the ESP Bylaw, amendments to **the Schedules may be approved by Resolution of Council.**

- Include Feeding Wild Birds Bylaw in the bylaw list under SCHEDULE “A” - MUNICIPAL OFFENCE TICKET and RECORD OF BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER, and

- Include the table below in SCHEDULE “B”:

Feeding Wild Birds		
Section	**Offence**	**Amount**
6	Not adhering to Permitted Feeding Conditions as described in Section 6 of the Feeding Wild Birds Bylaw	Not less than $200 and no more than $1000.

Council or Committee History:
April – June 2026 – P&ES Committee Meetings - Feeding Wild Birds Bylaw (FWB) discussions and recommendation.
June 18, 2026 – Special Meeting of Council - 1st Reading to Establish the Feeding Wild Birds Bylaw.
July 14, 2026 – Regular Meeting of Council - 2nd Reading and adoption of the Feeding Wild Birds Bylaw.
July 15, 2026 - P&E Services Committee agreed to forward to Council for consideration to revise Schedules A & B.

Financial Implications:
None

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act (RSPEI 1988, c M-12.1)

Strategic Alignment:
Our Guiding Principles: Accountable to residents, ourselves, and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Manager	**Director/CAO**
D. MacDougall	B. MacConnell

Committee Recommendation: (if differing from staff)

SCHEDULE “A”

MUNICIPAL OFFENCE TICKET

CANADA PROVINCE OF PRINCE EDWARD ISLAND **CITY OF CHARLOTTETOWN**	**CASE NO.**	**TICKET NO.**

MUNICIPAL OFFENCE TICKET

NAME:_____.
(LAST) (FIRST)
(OTHER)

ADDRESS:_____.
(STREET) (MUNICIPALITY)
(PROVINCE)

_____.

YOU ARE HEREBY NOTIFIED THAT ON THE _____ DAY OF _____, 20_____ ,

AT THE LOCATION

OF_____

(STREET) (MUNICIPALITY)

(PROVINCE)

YOU ARE ALLEGED TO HAVE COMMITTED A VIOLATION OF SECTION _____ OF THE BYLAW

INDICATED BELOW:

□ Dog Control Bylaw □ Dangerous, Hazardous and Unsightly Premises Bylaw □ **Feeding Wild Birds Bylaw** □ Nuisance Bylaw	□ Smoking Bylaw □ Short-Term Rental Licensing Bylaw □ Zoning and Development Bylaw □ Other: _____.

DESCRIPTION OF OFFENCE:

SET FINE AMOUNT: $_____.00

I CERTIFY THAT I DID PERSONALLY DELIVER THIS MUNICIPAL OFFENCE TICKET TO THE ACCUSED ON THE _____ DAY OF _____, 20_____.

SIGNATURE OF ISSUING OFFICER: _____

IF THE PENALTY FOR THE VIOLATION IS NOT PAID WITHIN SEVEN (7) DAYS A SUMMONS MAY BE ISSUED AND THE PENALTY MAY BE INCREASED UP TO A MAXIMUM ALLOWABLE PENALTY AS PRESCRIBED BY THE MUNICIPAL GOVERNMENT ACT

RECORD OF
BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER

CANADA PROVINCE OF PRINCE EDWARD ISLAND **CITY OF CHARLOTTETOWN**	**CASE NO.**	**TICKET NO.**

- RECORD OF –
BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER

THE INFORMANT SAYS THAT THEY HAVE REASONABLE OR PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON THE ___DAY OF _____, 20__, TIME: _____ (M)
NAME:_____.OF _____.
(LAST) (FIRST) (OTHER)
(NO AND STREET)

_____.
MUNICIPALITY PROVINCE POSTAL CODE
TELEPHONE

AT OR NEAR CITY OF CHARLOTTETOWN, PROVINCE OF PRINCE EDWARD ISLAND DID UNLAWFULLY COMMIT THE FOLLOWING OFFENCE UNDER SECTION_____ OF

X INDICATES BYLAW UNDER WHICH OFFENCE CHARGED	
□ Dog Control Bylaw □ Dangerous, Hazardous and Unsightly Premises Bylaw □ **Feeding Wild Birds Bylaw** □ Nuisance Bylaw	□ Smoking Bylaw □ Short-Term Rental Licensing Bylaw □ Zoning and Development Bylaw □ Other: _____.

DESCRIPTION OF OFFENCE INCLUDING SECTION VIOLATED:

IN THE NAME OF HISMAJESTY THE KING YOU ARE COMMANDED TO APPEAR BEFORE A JUSTICE OF THE PEACE AT THE PROVINCIAL COURT, 3 HARBOURSIDE ACCESS ROAD, PROVINCE OF PRINCE EDWARD ISLAND, ON THE ___ DAY OF _____, 20__ TIME: (M) TO ANSWER THE ABOVE CHARGE AND BE FURTHER DEALT WITH ACCORDING TO LAW.

THE TOTAL AMOUNT PAYABLE FOR OUT OF COURT SETTLEMENT IS **PENALTY $**

NAME OF OFFICER ISSUING SUMMONS _____.
□BYLAW ENFORCEMENT OFFICER _____.
□POLICE OFFICER _____.
(UNIT AND NO.) _____(POLICE DEPT.)
.

I CERTIFY THAT I DID PERSONALLY DELIVER THE SUMMONS PORTION OF THIS TICKET TO THE ACCUSED ON THE ___DAY OF _____, 20__.

SIGNATURE:_____

_____.

Feeding Wild Birds Bylaw		
Section	**Offence**	**Amount**
6	Not adhering to Permitted Feeding Conditions as described in Section 6 of the Feeding Wild Birds Bylaw	Not less than $200 and no more than $1000.
Nuisance Bylaw		
Section	**Offence**	**Amount**
2.1	Causing a disturbance in a house	400 (First Offence) 600 (Subsequent Offence)
2.2	Engages in an activity that causes a disturbance	400 (First Offence) 600 (Subsequent Offence)
2.3(a)-(i)	Disorderly conduct	400 (First Offence) 600 (Subsequent Offence)
3.1(a)	Defacing, altering, or destroying public notices	400 (First Offence) 600 (Subsequent Offence)
3.2	Offering or permitting private parties at non-residential property beyond the hour of 1:00am	400 (First Offence) 600 (Subsequent Offence)
3.3	Causing false fire alarms	600 (First Offence) 800 (Subsequent Offence)
3.4(a)	Discharging a firearm	800 (First Offence) 1,000 (Subsequent Offence)
3.5(a)	Keeping livestock	400 (First Offence) 600 (Subsequent Offence)
3.5(d)	Permitting livestock to run at large	400 (First Offence) 600 (Subsequent Offence)
3.6(a)	Keeping animals or birds causing a disturbance	400 (First Offence) 600 (Subsequent Offence)
3.6(b)	Permitting animals or birds to run at large	400 (First Offence) 600 (Subsequent Offence)
3.7(a)	Using a gas-powered or electrical tool or machine causing excessive noise overnight	400 (First Offence) 600 (Subsequent Offence)

Monthly Council Meeting Statistics - Sep, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	1	1	2	1	8	0%	-75%
Serious (Murder)	0	0	1	0	0	#DIV/0!	#DIV/0!
All type Assaults	43	37	307	24	275	54%	12%
Sexual (sex assault, voyeurism)	7	7	51	4	48	75%	6%
Sexual Child related	0	0	39	1	33	-100%	18%
Threats	44	38	273	33	286	15%	-5%
Hate Crimes (new Jan 2026)		0	12	2	7	-100%	71%
Total Crimes Against Persons	**95**	**83**	**673**	**63**	**650**	**32%**	**4%**

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	17	12	89	17	87	-29%	2%
Theft Under $5000	48	42	329	36	282	17%	17%
Theft from Motor Vehicles	13	13	68	28	141	-54%	-52%
Theft of Motor Vehicles	6	2	21	3	17	-33%	24%
Shoplifting	8	8	90	10	116	-20%	-22%
Mischief Under $5000	28	28	273	33	233	-15%	17%
Frauds	30	27	181	10	173	170%	5%
All Other Property Crimes		31	245	27	203	15%	21%
Total Property Crimes	**182**	**163**	**1296**	**164**	**1252**	**-1%**	**4%**

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	57	38	257	47	291	-19%	-12%
CDSA	12	12	143	18	168	-33%	-15%
All Other Criminal Code	91	88	625	55	542	60%	15%
Total Monthly Occurrences		1536	13585	1604	13384	-4%	2%

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Wellbeing check		80	695	84	667	-5%	4%
Total MHA + Wellbeing checks		**174**	**1452**	**146**	**1459**	**19%**	**0%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.

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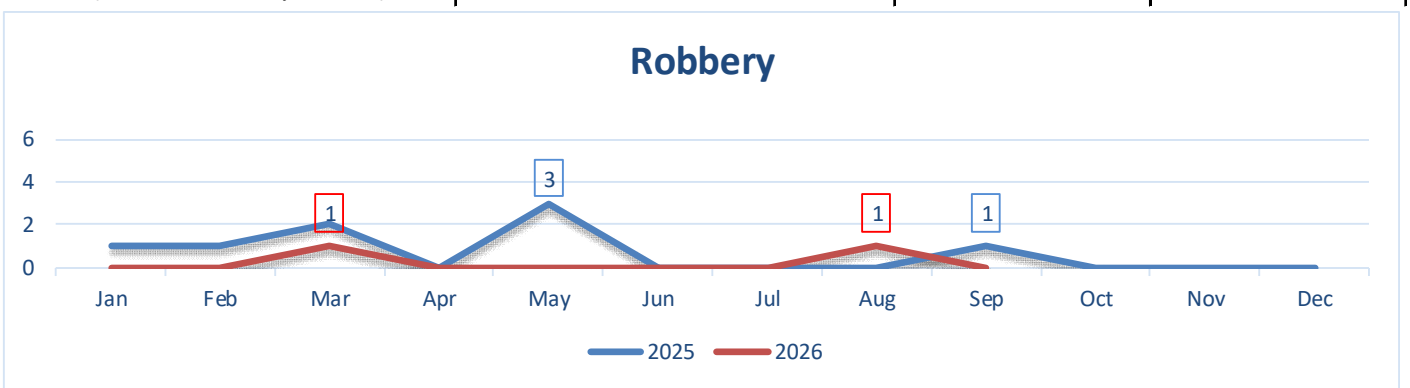

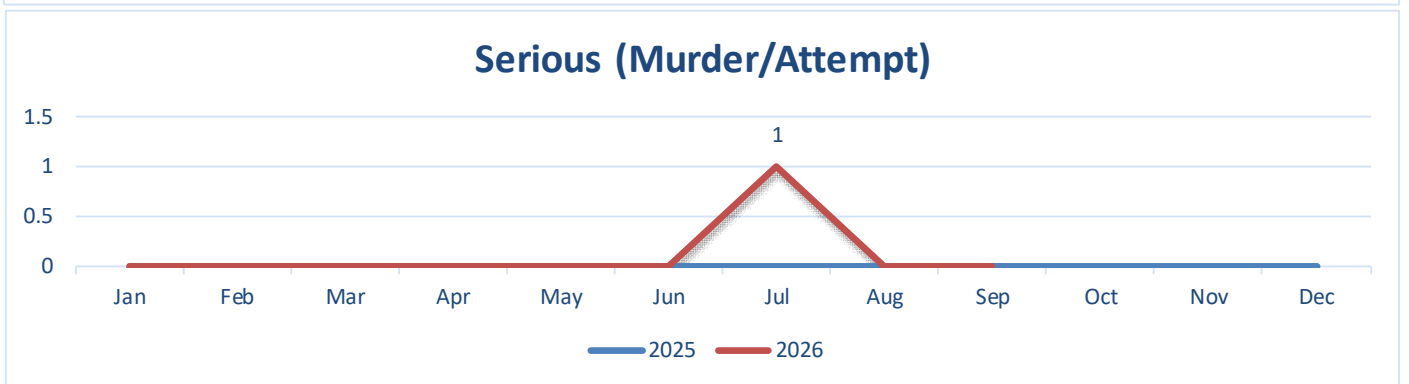

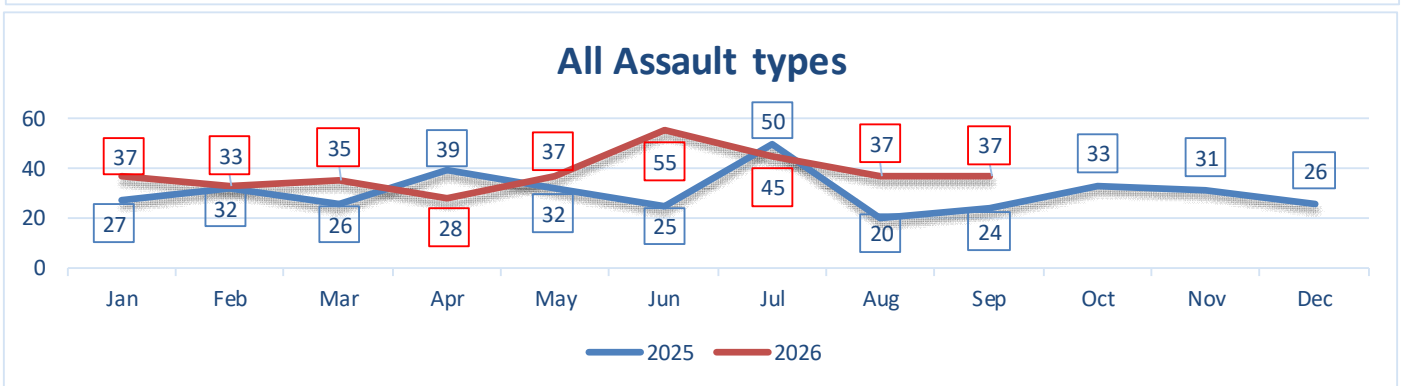

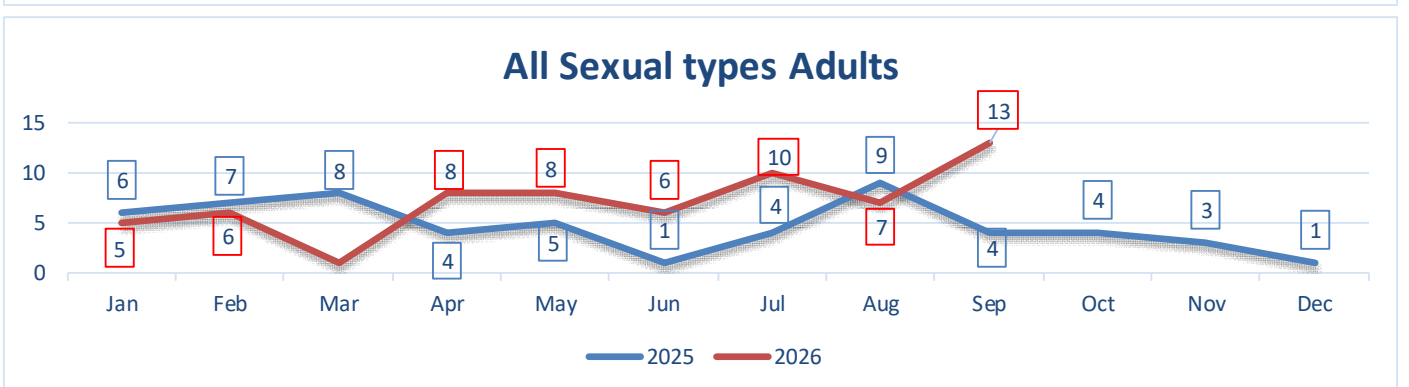

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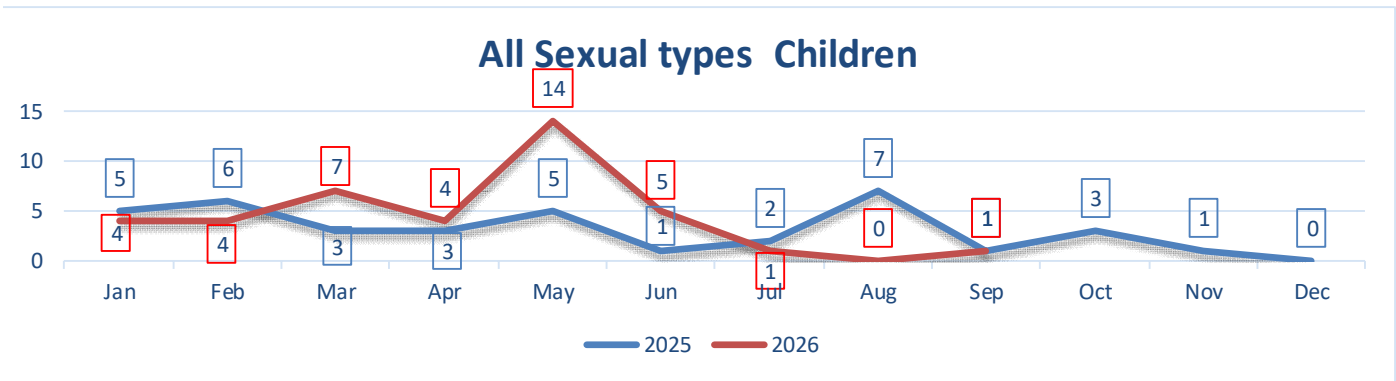

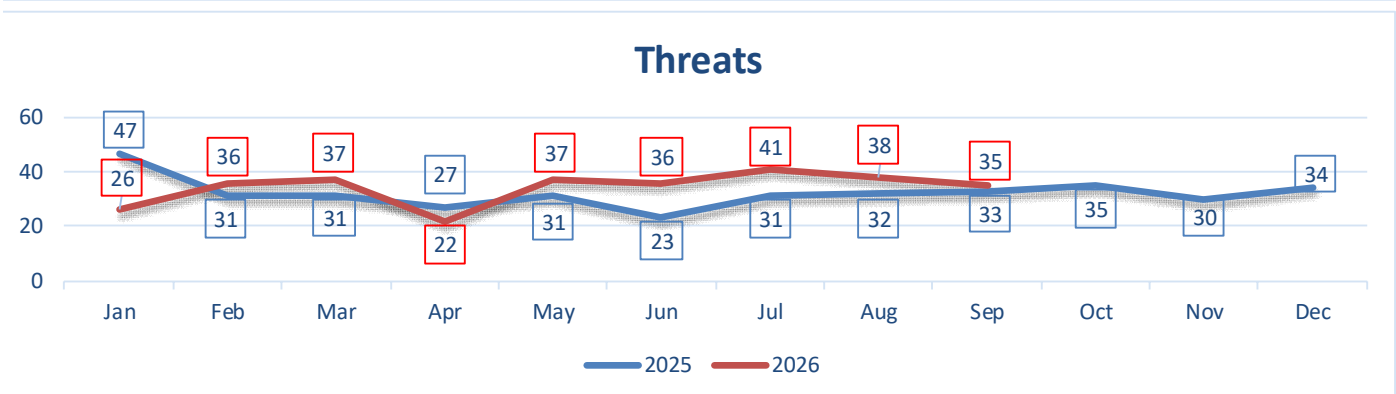

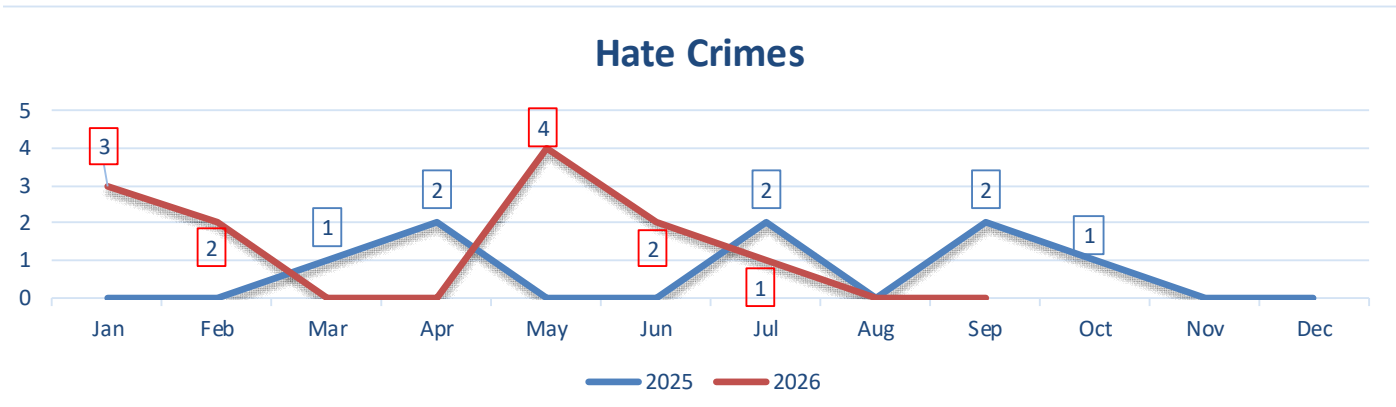

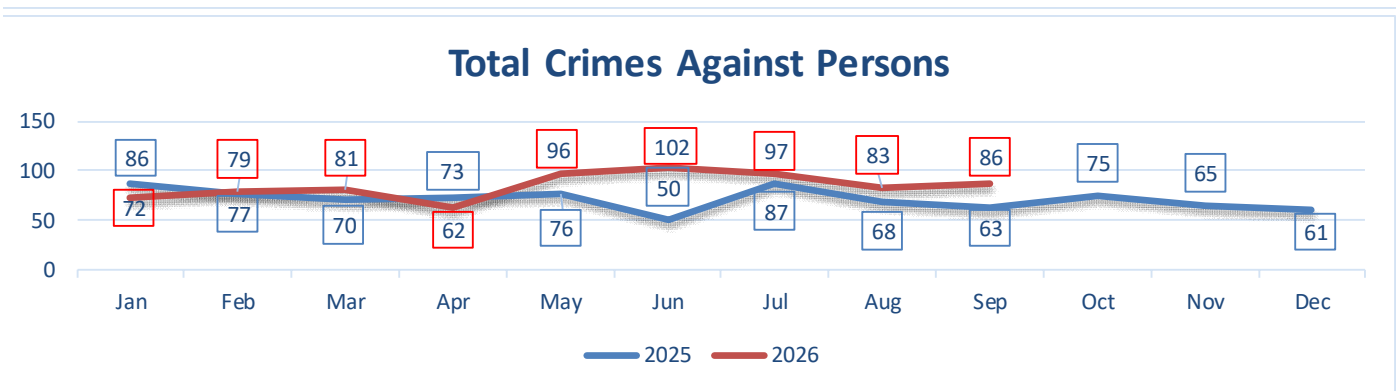

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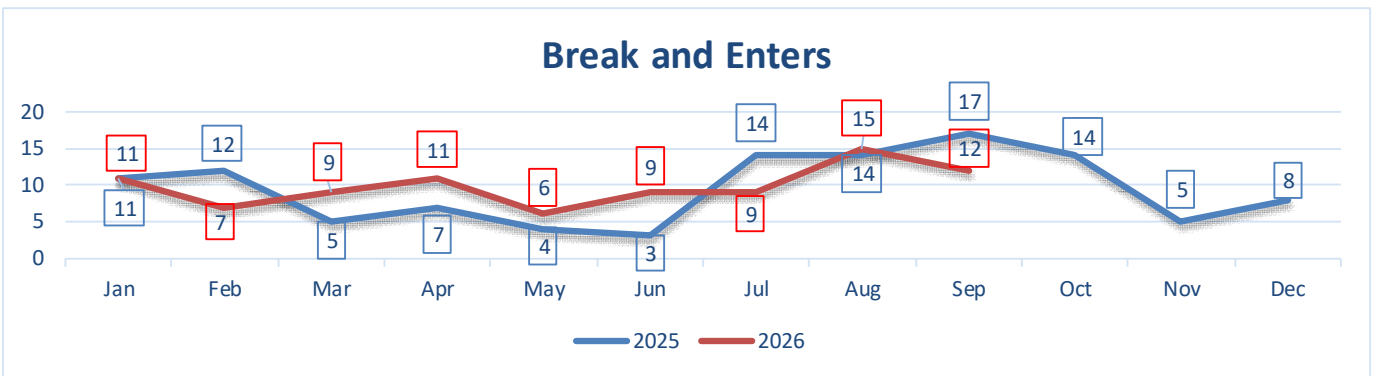

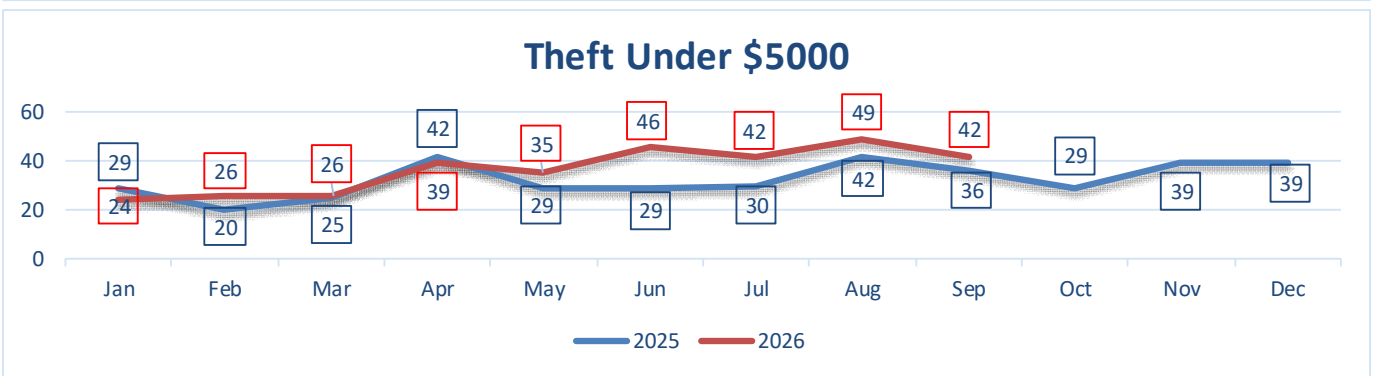

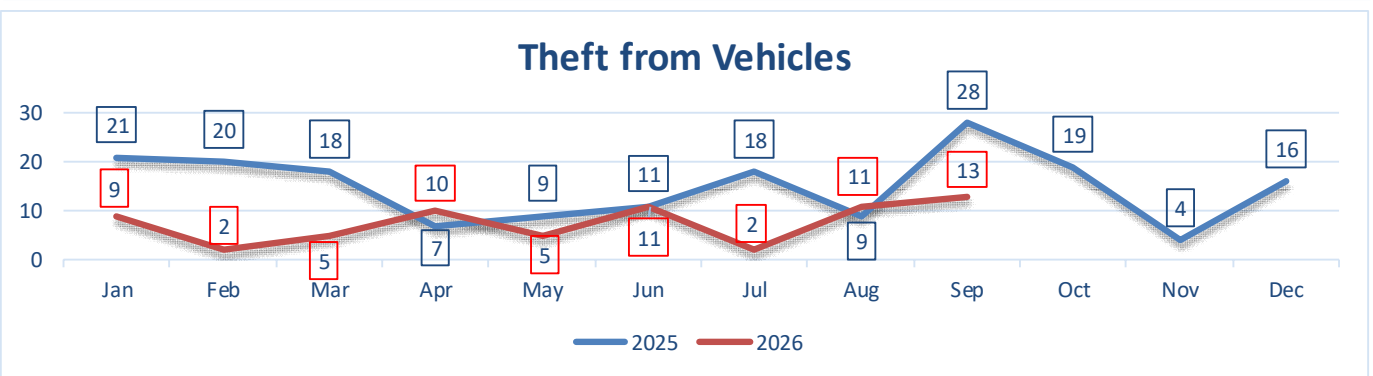

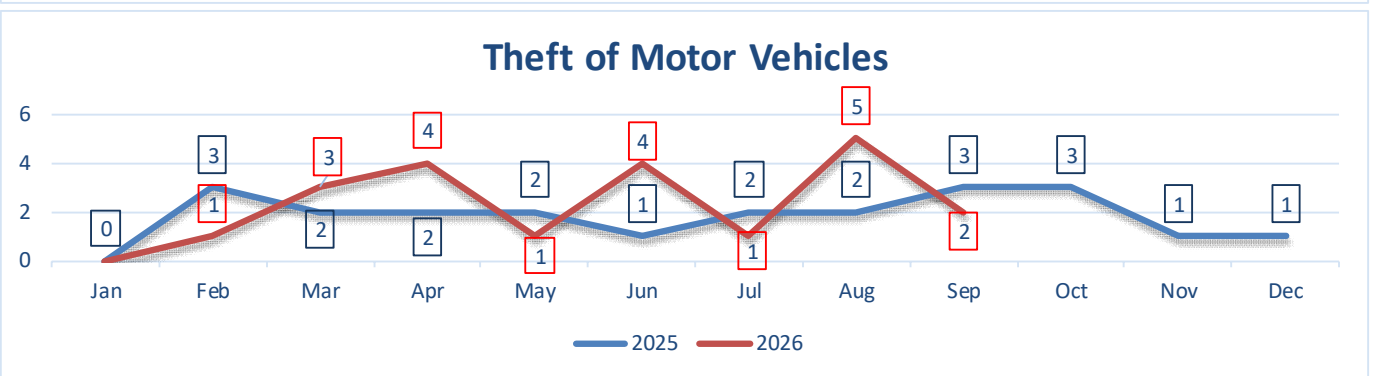



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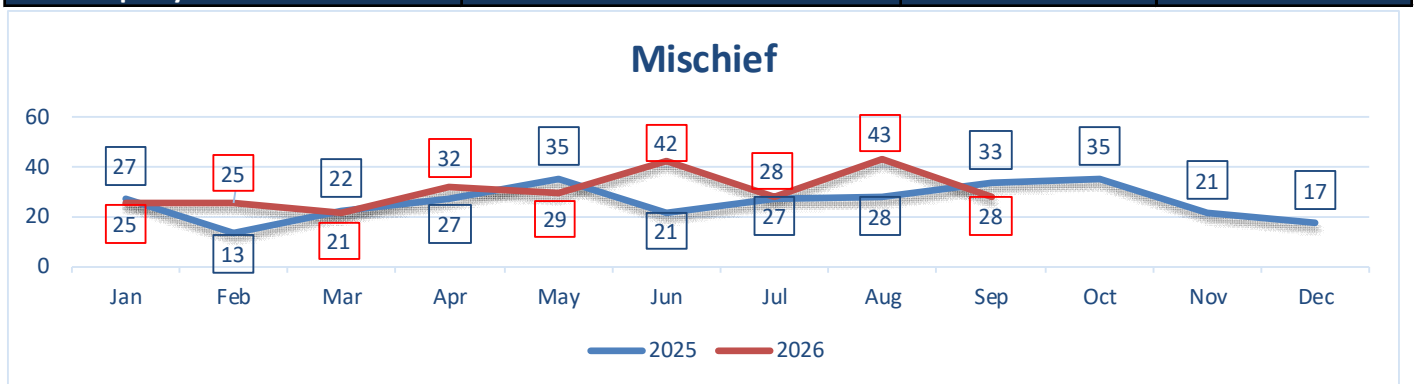

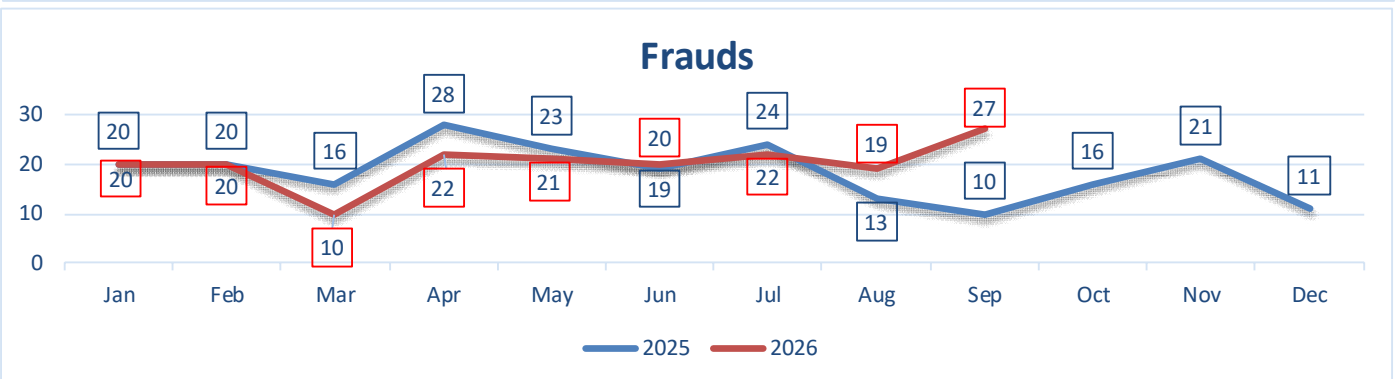

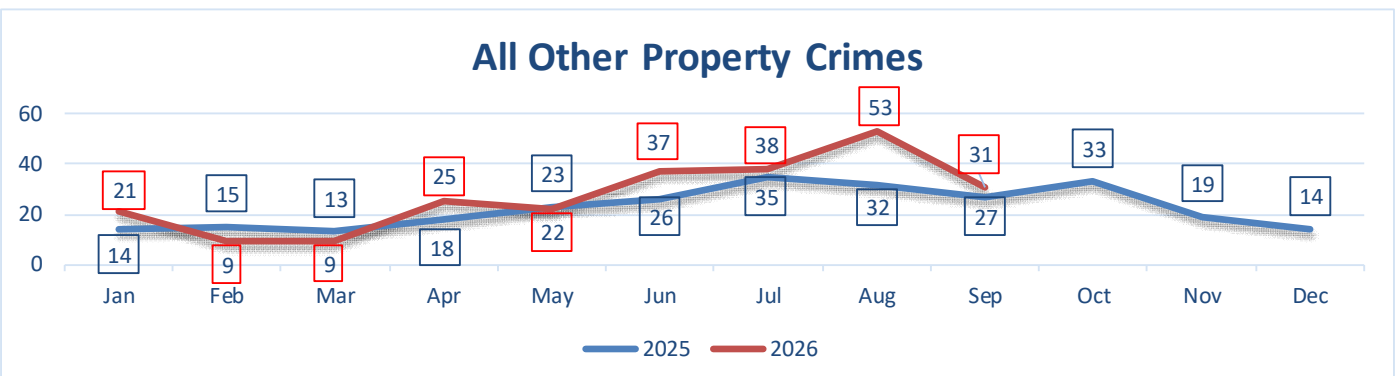

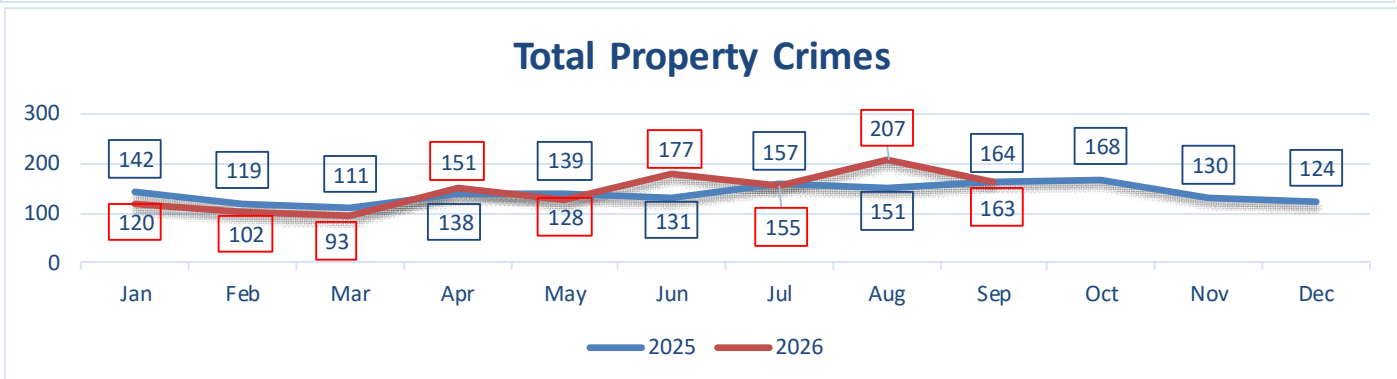

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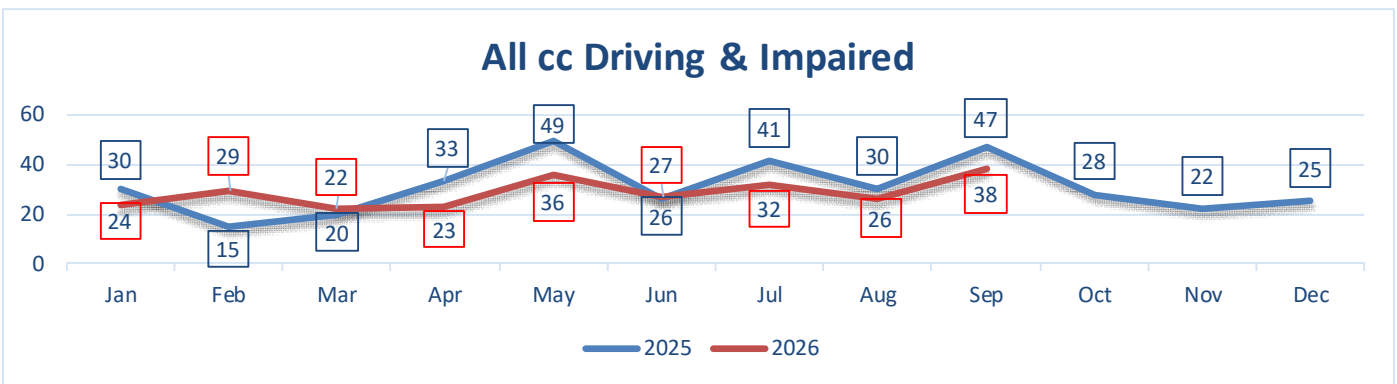

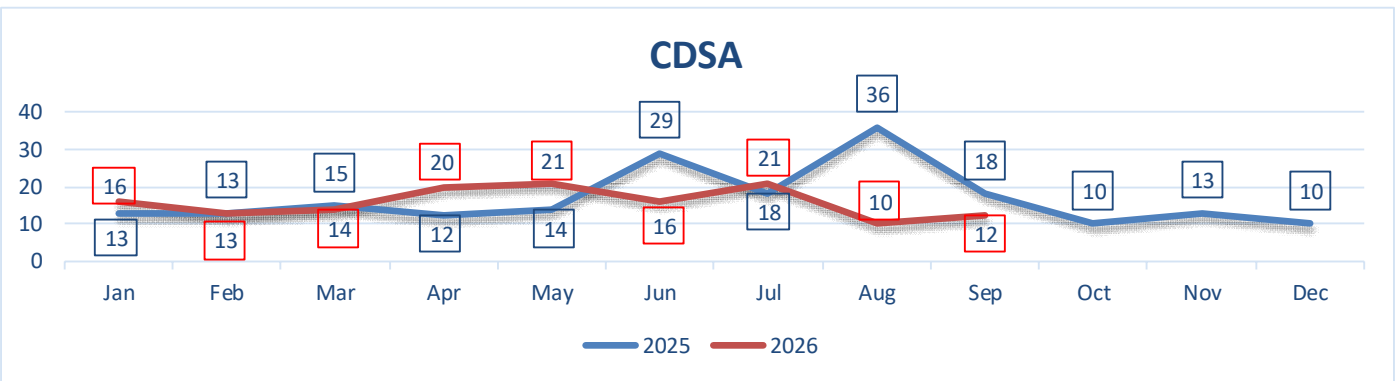

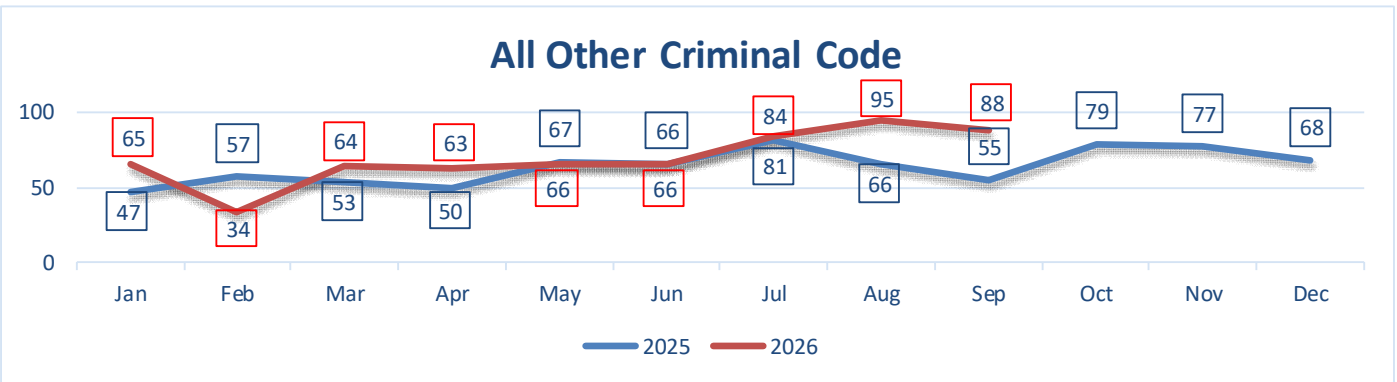

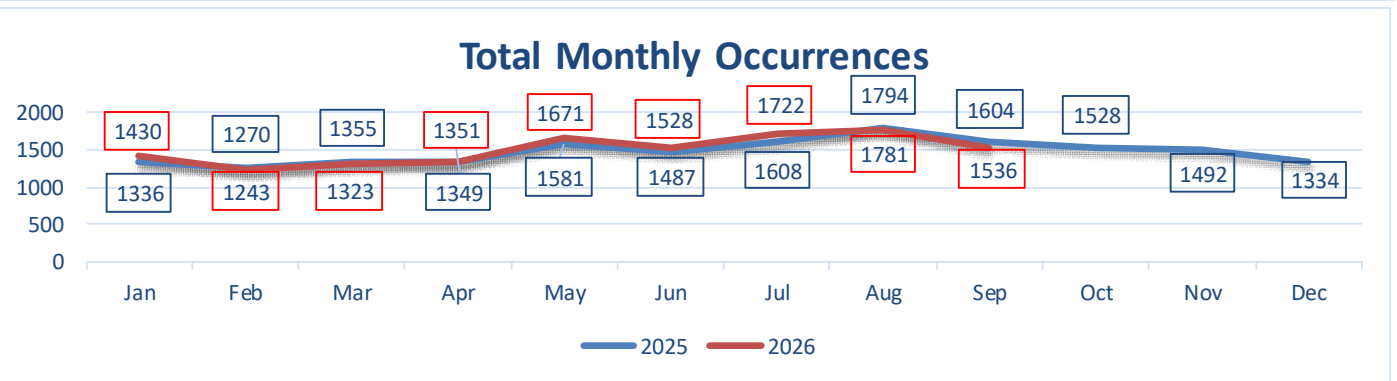

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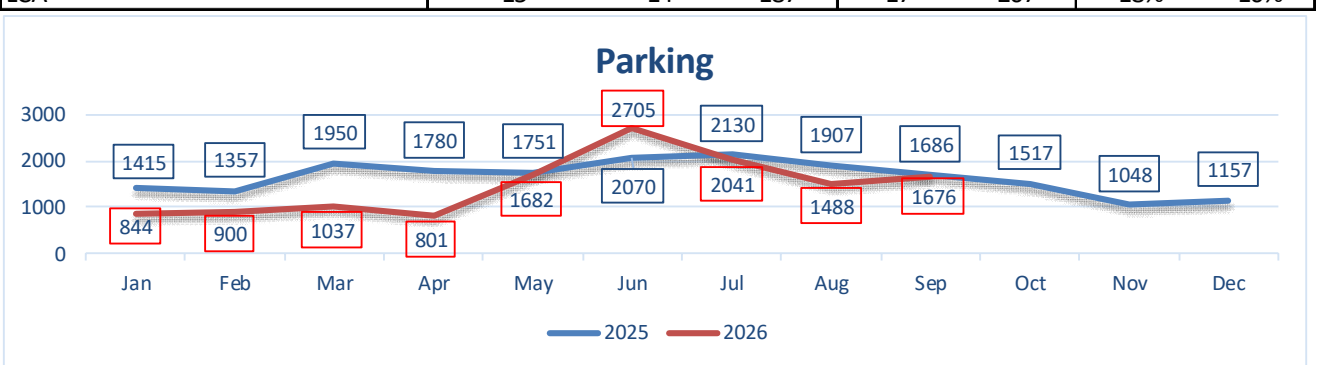

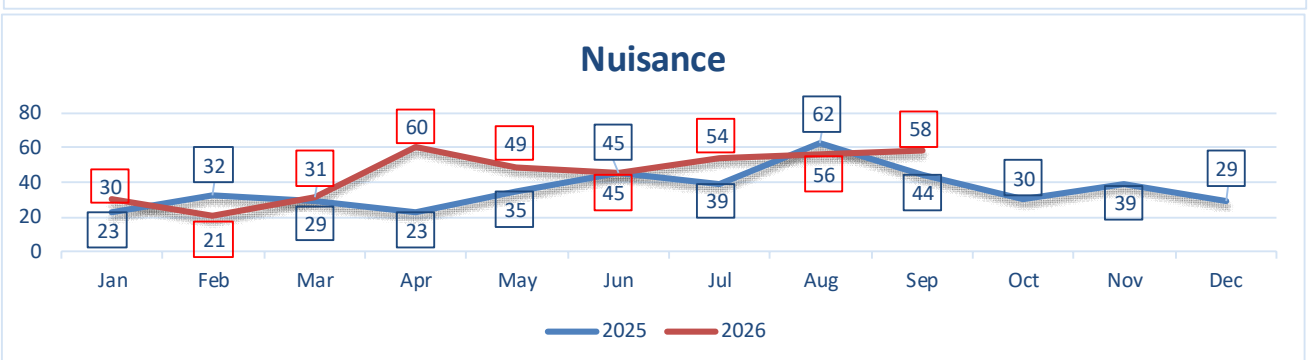

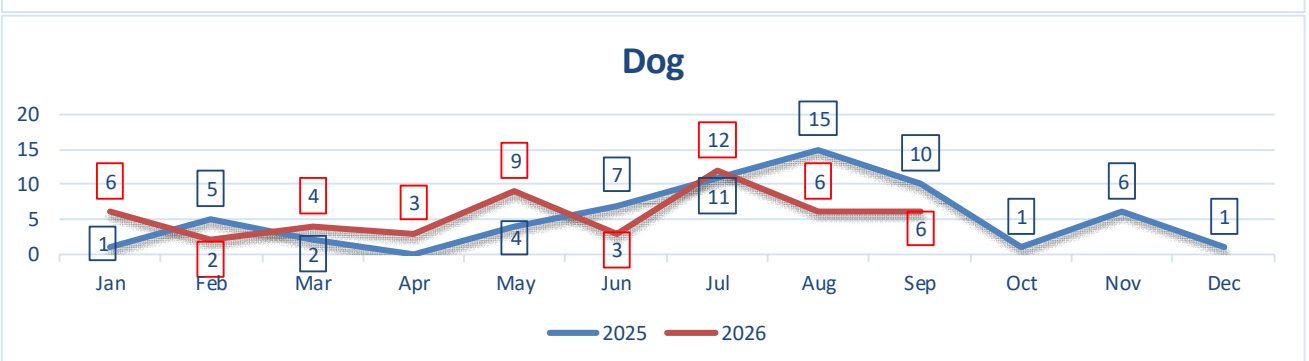

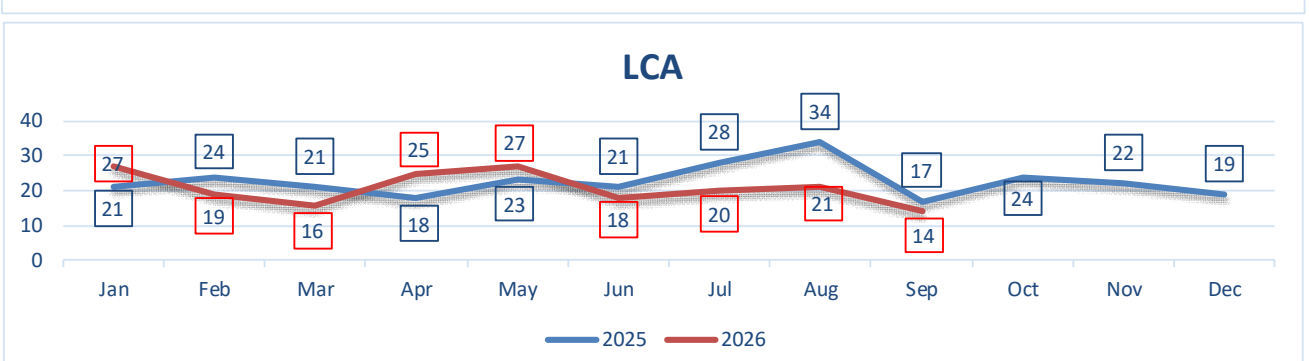

Monthly Council Meeting Statistics - Sep, 2026

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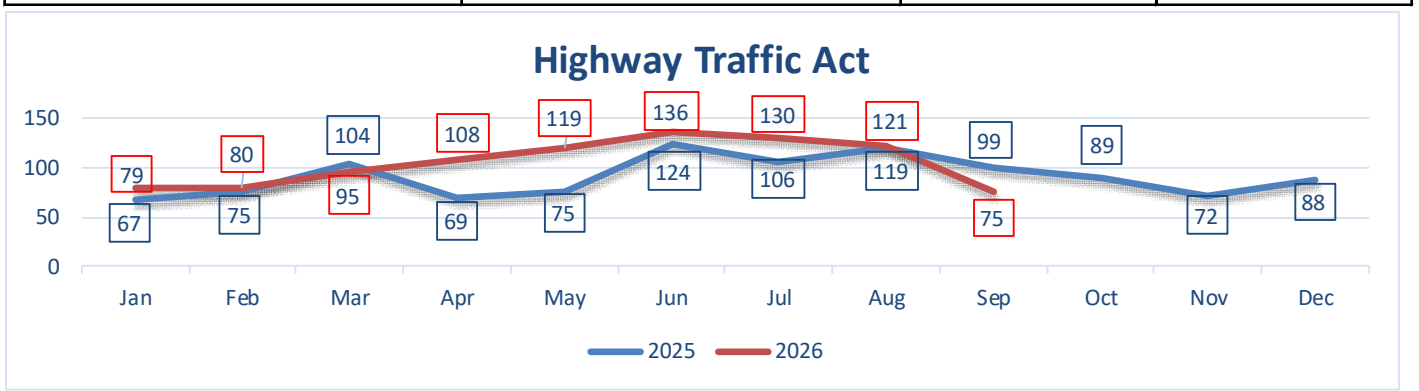

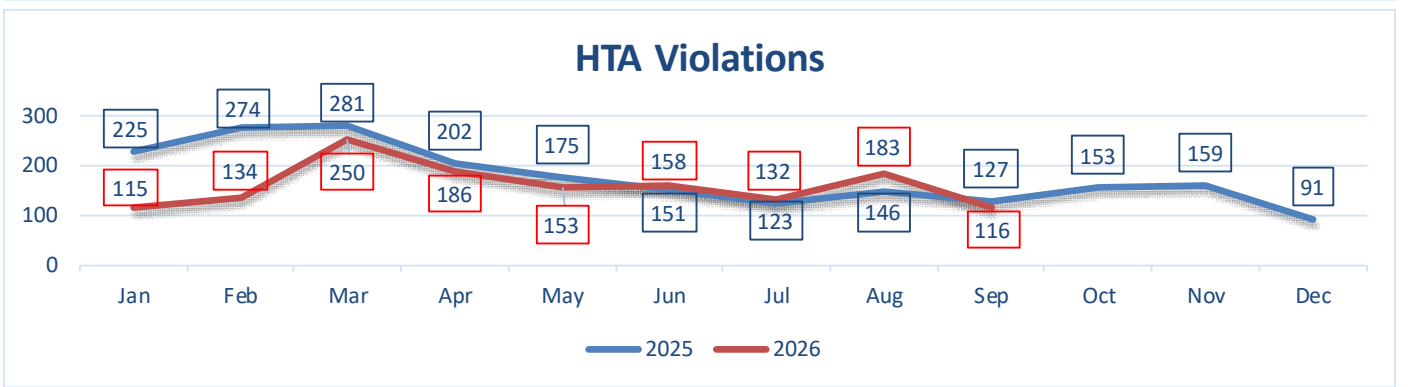

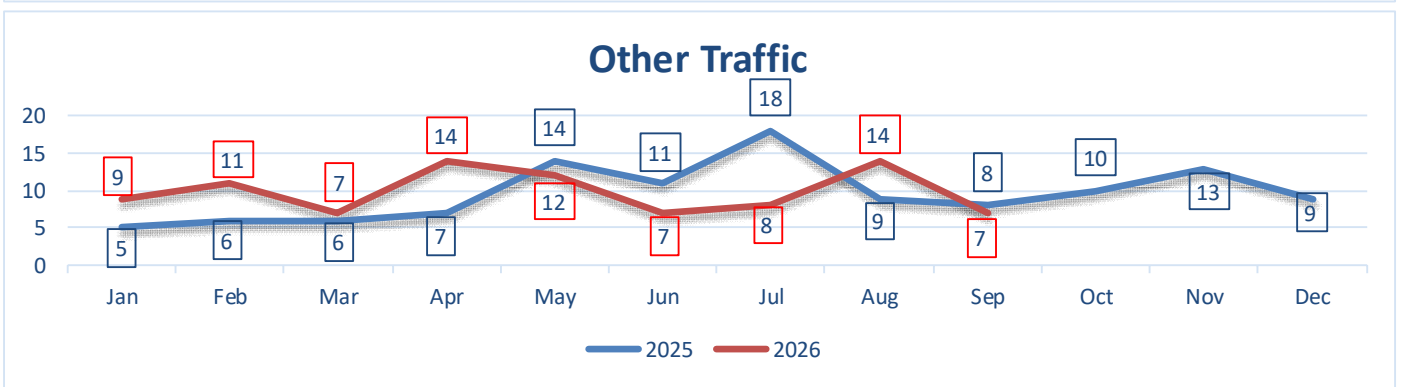

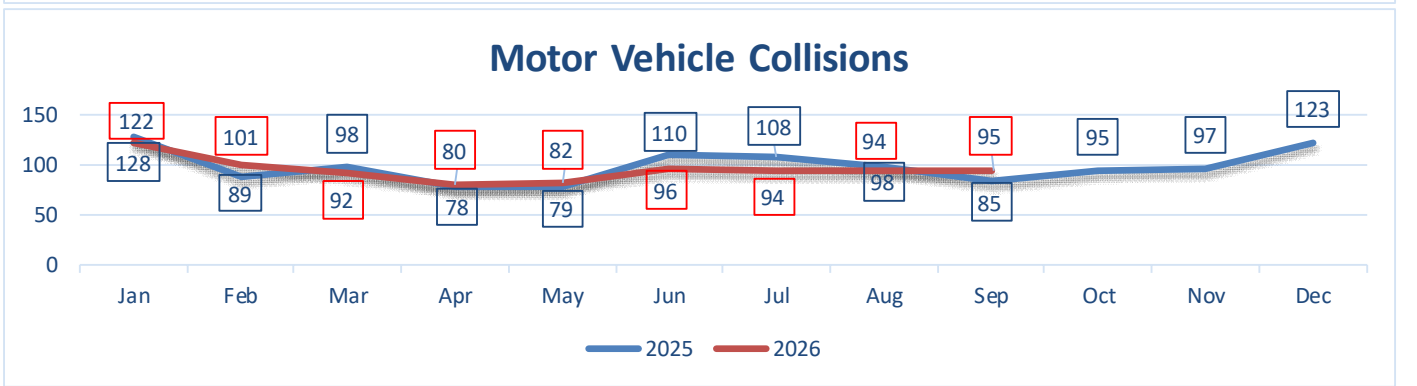

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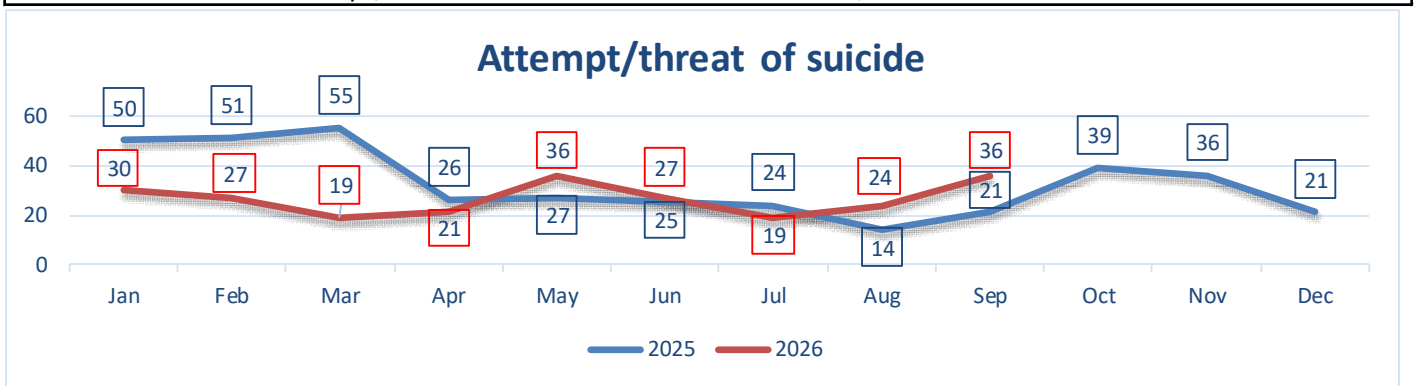

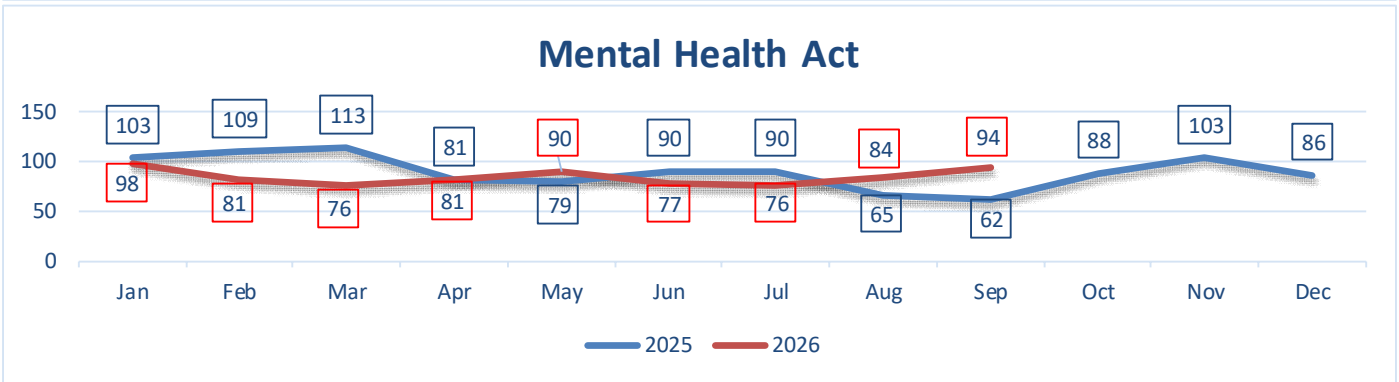

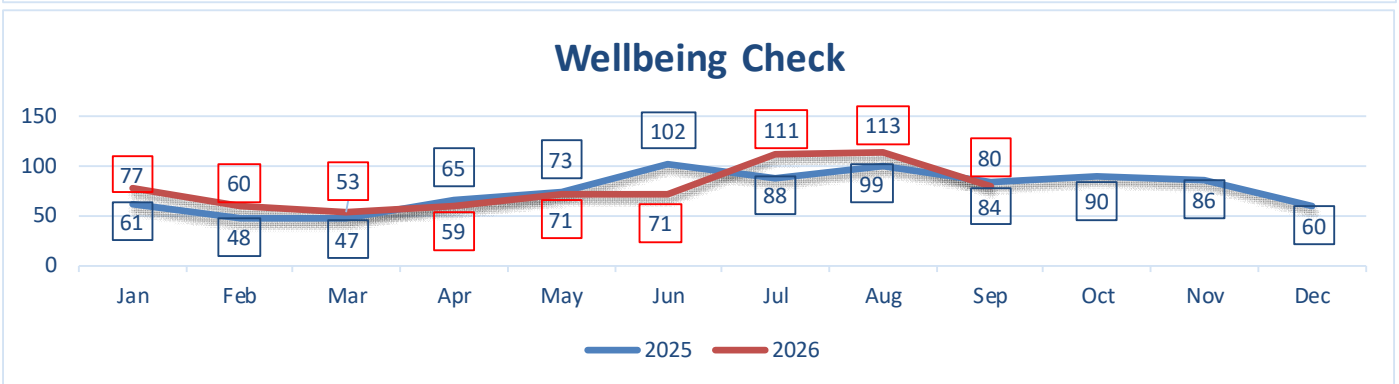

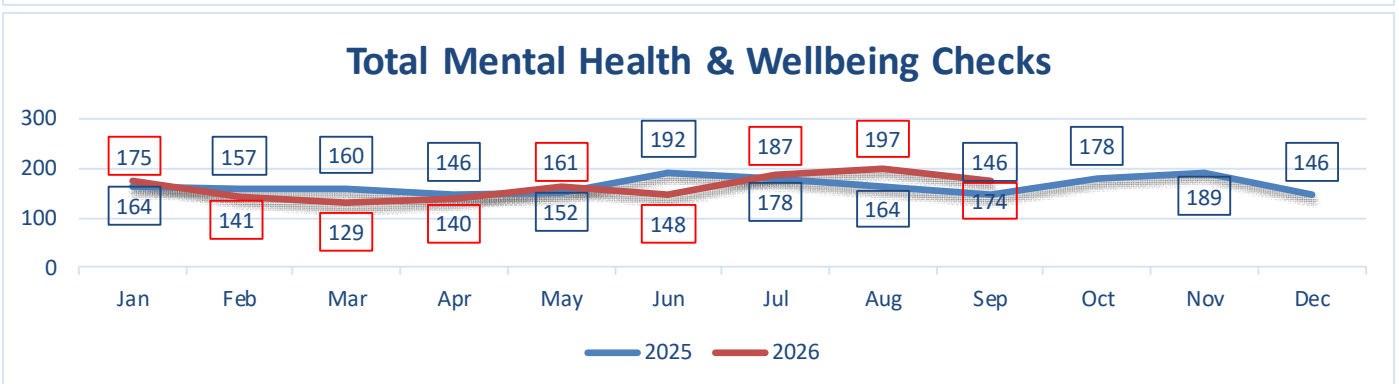

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
OCTOBER 13, 2026

The Economic, Tourism & Cultural Development Committee met on October 1, 2026, and the Arts Advisory Board met on September 14, 2026. The minutes have been included in your package.

There are two (2) resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

DRAFT

Economic, Tourism & Cultural Development Committee Meeting
Thursday, October 1, 2026
12:00 PM – Council Chamber

Present:	**Chair, Councillor Terry Bernard**	**Councillor Kevin Ramsay**
	Councillor Mitchell Tweel	**Wayne Long, ET&CDM**
	Melissa McDonald, EDO	**Cindy MacMillan, ER&PCII**
Regrets:	**Mayor Philip Brown**	
	Brad MacConnell, CAO	

1. Call to Order
Councillor Bernard, Chair, called the meeting to order at 12:00PM.

2. Declarations of conflict of interest
There were no conflicts of interest declared.

3. Approval of Agenda
It was moved by Councillor Ramsay and seconded by Councillor Tweel that the agenda be approved as circulated. Carried.

4. Approval of Minutes
It was moved by Councillor Ramsay and seconded by Councillor Tweel that the minutes of July 29, 2026, be approved as circulated. Carried.

5. Business arising from minutes
There was no business arising from the minutes.

6. Reports/Discussions

a) 2026 Parking Ticket Forgiveness Program
Wayne Long, ET&CDM, presented the request from Downtown Charlottetown Inc. (DCI) to once again offer the Parking Ticket Forgiveness Program within the Downtown Business Improvement Area from October 19 to December 31, 2026. He advised that the annual partnership has operated in previous years and that the 2026 program would launch during Small Business Week.

The program would continue under the same general criteria as previous years. A parking meter violation may be waived where the individual presents the ticket and a qualifying receipt of at least $35 from a business within the BIA to Charlottetown Police Services within five days. The receipt must be dated within three hours of the ticket being issued, and only one ticket may be waived per person per week.

Staff noted that the financial impact to the City is minimal. In 2025, 67 tickets were forgiven through the program, representing $670 in foregone parking-ticket revenue. DCI will lead promotion of the program in collaboration with the City.

Members supported continuing the initiative. It was moved by Councillor Ramsay and seconded by Councillor Tweel that the 2026 Parking Ticket Forgiveness Program be forwarded to Council for consideration, for the period of October 19 to December 31, 2026. Carried.

b) FCM Board of Directors Meeting Bid

Wayne Long, ET&CDM, presented the report to the Committee, noting that the City, in partnership with Meet PEI, is exploring a bid to host a future Federation of Canadian Municipalities (FCM) Board of Directors meeting. FCM is currently seeking host municipalities for meetings to be held in September or October 2027, 2028, 2029, and 2030. A Council resolution endorsing the bid is required as part of the submission process.

The meeting is expected to attract approximately 100 to 125 delegates and staff and generate an estimated 350 to 400 room nights. Staff estimated the City's hosting costs at approximately $40,000, based on 2026 costs, and advised that they would work with Meet PEI and other partners such as SERF Charlottetown Inc. to reduce the municipal contribution where possible.

In response to questions, staff clarified that the estimated municipal costs could include a host reception or dinner, computer equipment and an on-call technician, study tours if offered, and local transportation where required. The City would submit a bid for one meeting year, with staff reviewing event availability and other considerations to determine the preferred opportunity. Staff further clarified that Council approval is required before FCM will consider the bid, rather than following the City's usual process of bidding first and returning to Council with an agreement if successful.

It was moved by Councillor Ramsay and seconded by Councillor Tweel that a resolution be forwarded to Council for their consideration to endorse submitting a bid to host an FCM Board of Directors meeting in Charlottetown in September or October of 2027, 2028, 2029 or 2030 and further, if successful, that Council agree to be responsible for the applicable host-municipality costs, estimated at approximately $40,000 exclusive of study tour expenses. Carried.

7. New Business

There was no new business.

8. Motion to Adjourn

It was moved by Councillor Ramsay and seconded by Councillor Tweel that the meeting be adjourned. Carried.

Meeting adjourned 12:10 PM

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Economic, Tourism & Cultural Development #1

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Councillor Terry Bernard

Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council supports Downtown Charlottetown Inc.'s (DCI) request to implement a Parking Ticket Forgiveness Program within the Business Improvement Area (BIA) for the period of October 19-December 31, 2026,

And that, the Mayor and Chief Administrative Officer (CAO) be authorized to execute any standard contracts and agreements necessary to implement this resolution.

City of Charlottetown Committee Report

Report No: ETCD 60-26

Date: October 1, 2026

Directed to Council through the following Committee: Economic, Tourism and Cultural Development

Reporting Department: Economic, Tourism and Cultural Development

Other Associated Departments: Police and Finance

Prepared by: Wayne Long, Manager of Economic, Tourism and Cultural Development

Attachments:
- Downtown Charlottetown Inc. (DCI) Letter of Request

Report Title:
2026 Parking Ticket Forgiveness Program

Report Purpose:
To request support from the Committee and Council for the implementation of a Fall 2026 Parking Ticket Forgiveness Program.

Staff Recommendation:
That Council supports Downtown Charlottetown Inc.'s (DCI) request to implement a Parking Ticket Forgiveness Program within the Business Improvement Area (BIA) for the period of October 19-December 31, 2026.

Further, the Mayor and Chief Administrative Officer (CAO) be authorized to execute any standard contracts and agreements necessary to implement this resolution.

REPORT:
The Parking Ticket Forgiveness Program, a collaborative initiative between Downtown Charlottetown Inc. (DCI) and the City, aims to stimulate economic growth by encouraging residents and visitors to support local businesses during periods of increased need.

Building on the program's success in 2024 and 2025, DCI is seeking support to offer it again from October 19-December 31, 2026.

Program Details
Motorists who receive a parking meter violation ticket in Downtown Charlottetown can have the fine waived by presenting a purchase receipt of $35 or more from a downtown business. Similar programs in other jurisdictions have proven effective in supporting local commerce.

Eligibility Criteria
- The program applies exclusively to meter violations and does not cover parkades or parking lots.
- To qualify for a ticket waiver, individuals must bring the ticket and qualifying receipt to Charlottetown Police Services (10 Kirkwood Drive) within five days of receiving the ticket.
- The purchase receipt must be for at least $35 (before taxes) and must be dated within three hours of the ticket issuance, from a business located within the BIA.
- Each person can waive only one ticket per week.

City staff have partnered with DCI to clearly define these criteria and will collaborate on a promotional campaign to raise awareness.

BIA Boundary
The BIA boundary covers 16 blocks of Historic Downtown Charlottetown, spanning from Prince Street to Pownal Street, and from Euston Street down to the historic waterfront.

Council or Committee History:
Council endorsed the same program in 2024 and 2025 supported by the Economic, Tourism and Cultural Development and Protective and Emergency Services Committees.

Financial Implications:
During a three-month period in 2025, 67 tickets were reported as forgiven, resulting in a total municipal revenue loss of $670, calculated at $10 per ticket.

Public Engagement and Communication:
Downtown Charlottetown Inc. (DCI) will lead a campaign in collaboration with the City's Communications Team.

Legislative Authority:
Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1., S. 123, Mode of exercise of powers of Council (2) Council's discretion

Strategic Alignment:
Inclusive Economic Growth

Reviewed By:

Manager	**CAO/Director**
W. Long – September 22, 2026	B. MacConnell - September 28, 2026

Committee Recommendation: (if differing from staff)

September 8, 2026

Wayne Long
Manager, Economic, Tourism & Cultural Development
City of Charlottetown, PEI

Re: Request for 2026 Parking Ticket Forgiveness Program
Proposed Program Dates: October 19 – December 31, 2026
Launch: October 19, 2026 — Small Business Week

Dear Wayne,
On behalf of Downtown Charlottetown Inc. (DCI), I am writing to formally request the City of Charlottetown's approval to continue the **Parking Ticket Forgiveness Program** within the Downtown Business Improvement Area (BIA) from **October 19 through December 31, 2026**, in partnership with DCI.

Following the positive response to the program in previous years, we believe there is continued value in offering this small but meaningful gesture to downtown businesses, residents, and visitors. The program is designed to recognize customers who have paid for parking but, due to an unexpected delay while shopping, dining, or conducting business downtown, return to find that their parking time has expired.

The program is not intended to encourage non-payment of parking fees. Rather, it provides participating downtown businesses with a simple way to acknowledge and assist customers who have made the effort to park and support local businesses.

In 2025, from October 1 through December 31, **67 parking tickets were cancelled through the program, resulting in $670 in parking-ticket revenue that the City did not collect** (based on $10 per ticket). While the direct financial impact to the City was modest, the goodwill generated by the initiative was significant. Feedback from Police Services indicated that the program "worked well," while participating businesses appreciated being able to offer this gesture to their customers.

The program also supports a broader message we believe is important to downtown: **people who choose to visit, shop, dine, and do business in Charlottetown's downtown are valued and welcomed.** Offering a little flexibility when someone is delayed by a purchase, conversation, appointment, or other downtown activity helps reinforce that welcoming environment.

DCI will again take responsibility for the program's promotional materials and communications. This will include professional meter decals, posters, rack cards, social media content, and other promotional materials as appropriate. A dedicated QR code will direct customers to the DCI website for the program's eligibility requirements, rules, and regulations.

For 2026, we recommend **maintaining the existing program structure and guidelines**, with one suggested enhancement to timing: launching the program on **October 19, the first day of Small Business Week**. Aligning the launch with Small Business Week provides an excellent opportunity to increase awareness while connecting the initiative directly to the importance of supporting local businesses.

We respectfully request the City's approval to proceed with the 2026 Parking Ticket Forgiveness Program from **October 19 to December 31, 2026**.

Thank you for your continued support of initiatives that contribute to a welcoming, vibrant, and business-friendly downtown. We would be pleased to discuss the program further and answer any questions you or City staff may have.

Sincerely,



Dawn Alan
Chief Executive Officer
Downtown Charlottetown Inc.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Economic, Tourism & Cultural Development #2

MOTION CARRIED _____

MOTION LOST _____

Date: October 13, 2026

Moved by Councillor Terry Bernard

Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council endorses the submission of a bid to host a Federation of Canadian Municipalities Board Meeting in Charlottetown in September or October of 2027, 2028, 2029, or 2030,

And further, if successful and as per the RFP document, that Council agrees to be responsible for costs associated with hosting a welcome reception or dinner, computer equipment/technician, study tours and local transportation, estimated at approximately $40,000 exclusive of study tour expenses,

And further that, the Mayor and Chief Administrative Officer (CAO) be authorized to execute any standard contracts and agreements necessary to implement this resolution.

City of Charlottetown	**Report No:** ETCD 61-26 **Date:** October 1, 2026
Directed to Council through the following Committee: Economic, Tourism and Cultural Development Committee	**Attachments:** - FCM Request for Proposals
Department: Economic, Tourism and Cultural Development	
Prepared by: Charlotte Nicholson, Event Management & Tourism Officer	

Report Title:
FCM Board of Directors Meeting Bid

Report Purpose:
To obtain Council's endorsement of a bid to host a Federation of Canadian Municipalities (FCM) Board Meeting in Charlottetown in September or October of one of the following years: 2027, 2028, 2029, or 2030.

Recommendation:
That Council endorses the submission of a bid to host a Federation of Canadian Municipalities Board Meeting in Charlottetown in September or October of 2027, 2028, 2029, or 2030.

And further, if successful and as per the RFP document, that Council agrees to be responsible for costs associated with hosting a welcome reception or dinner, computer equipment/technician, study tours (if offered) and local transportation (if required), estimated at approximately $40,000 exclusive of study tour expenses (if offered).

Background:
FCM is currently seeking hosts for its September|October 2027, 2028, 2029, and 2030 Board of Directors meetings.

In its RFP package, FCM states that hosting such a meeting will "*help to integrate your local realities into the practical discussions on issues of concern to municipalities across Canada"* while also providing an "*opportunity to showcase your community to municipal leaders"* from across the country. Only those municipalities unable to host FCM's Annual Conference & Trade Show are eligible to bid to host a Board of Directors meeting.

The approximate number of delegates and staff who attend an FCM Board of Directors meeting is 100-125, contributing an estimated 350-400 room nights to the destination. While the majority of meeting costs are covered by FCM, the host municipality is responsible for expenses associated with:

- a welcome reception and/or dinner for approximately 125 delegates and staff;
- required computer equipment and on-call technician;
- study tours (if offered);
- local transportation between the host hotel and conference venue, reception venue, study tours, and for those with special needs (if required)

Staff estimate the cost of these items to be in the range of $40,000, exclusive of study tour costs (if offered). If successful, costs will be budgeted by staff as part of the Operational Budget process for the fiscal year during which the meeting will take place. Please note that this estimate is based on 2026 costs, therefore inflation may impact estimates at time of budgeting.

Staff are currently working with our partners at Meet PEI to develop a bid document for submission; bids are due by October 13, 2026. A Resolution of Council offering to host a Board of Directors meeting must be included with the bid.

Council or Committee History:
In 2014, Council endorsed the City's hosting of FCM's Sustainable Communities Conference which the municipality successfully hosted.

Financial Implications:
If successful, the City will be required to budget an estimated $40,000 (exclusive of study tour expenses, if offered) during the corresponding year's Operational Budget process. Please note that this estimate is based on 2026 costs therefore inflation may impact estimates at time of budgeting.

Public Engagement and Communication:
Public engagement is not required. If successful, a communications plan would be developed in collaboration with FCM to ensure maximum media exposure both at the time of awarding and hosting.

Legislative Authority:
Hosting a meeting of this nature would align with the City's event attraction and growth strategies.

Strategic Alignment:
Hosting an FCM Board of Directors Meeting aligns with several aspects of the Strategic Plan (2022-2026), including **Our Guiding Principles** (Collaborating to make us stronger), **Our Commitments** (Collaboration and partnership as a foundation for all activities including shared services), and the pillar of **Inclusive Economic Growth** (Collaborate with other levels of government and leverage its partnered organizations to support investment attraction and foster inclusive growth; and Approach municipal support for cultural, artistic, tourist, sport hosting and event-related activities as investments with accompanying economic and social impacts for the benefit of residents and visitors alike).

Reviewed By:

Manager / Director	**CAO**
W. Long – September 29, 2026	B. MacConnell - September 29, 2026



FCM's 2027-2030 Board of Directors Meetings

Request for proposals

About FCM

The national voice of local government, representing 90 percent of Canadians.

FCM has been the national voice of municipal government since 1901. Our members include almost 2,000 municipalities of all sizes, from Canada's cities and rural communities to northern communities and 20 provincial and territorial municipal associations. Together, they represent more than 90 percent of all Canadians from coast to coast to coast. Municipal leaders from across Canada assemble each year at FCM's Annual Conference and Trade Show to set FCM policy on key issues.

FCM advocates for municipalities to be sure their citizens' needs are reflected in federal policies and programs. Year after year, our work benefits every municipal government and taxpayer in Canada, and our programming delivers tools that help municipalities tackle local challenges.

Background

FCM holds three (3) meetings of the Board of Directors each year in March, May, and September. Beginning in 2027, the March meeting will be combined with FCM's Advocacy Days, and be held annually in Ottawa, to align with the federal government's new fiscal budget calendar. A May meeting takes place virtually, and this request for proposals is for the annual September meeting, which will be hosted by a municipality outside of the National Capital Region.

The fabric of our country, and the priorities of our citizens are reflected in the policy discussions and knowledge sharing that takes place at our board meetings. Hosting such a meeting will help to integrate your local realities into the practical discussions on issues of concern to municipalities across Canada. Hosting a board meeting also provides the opportunity to showcase your community to municipal leaders from across Canada.

Summary

FCM is requesting submissions for locations to host the Board of Directors Meetings that will take place in the month of September or October for the years 2027, 2028, 2029 and 2030.

If you have any questions while working with this document, please contact Danielle Hurtubise, Manager, Events at (613) 907-6235 or dhurtubise@fcm.ca.

Guiding Principles

The selection process will be like a Request for Proposals (RFP) Process: Clear, Fair and Transparent.

Descriptions of the process, the criteria for selection and additional instructions for submission of proposals to host is available to all FCM members.

It is FCM's intention to provide "Canadian experiences" to board members that will help in the development of initiatives that serve all Canadian municipalities.

Whenever possible, the locations for board meetings will rotate across FCM's five regions of Canada: British Columbia, Prairies and Territories, Ontario, Quebec, and Atlantic. Where applicable and possible, provincial rotation will also apply, as will "Destination" criteria. The below table is recent past and future-programmed meeting dates and locations.

Meeting	Location	Region
March 5-7, 2024	Prince George	British Columbia
December 3-5, 2024	Ottawa	Ontario
March 18-20, 2025	Dorval	Quebec
October 28-30, 2025	Ottawa	Ontario
March 3-5, 2026	St. John's	Atlantic
December 1-4, 2026	Ottawa	Ontario
March 8-11, 2027	Ottawa	Ontario

Dates

FCM is seeking proposals from member municipalities interested in hosting one of the following events:

Year	Potential Dates
2027	a. September 12 – 18 b. September 19 – 25 c. September 26 – October 02 d. October 03 – 09

2028	a. September 10 – 16 b. September 17 – 23 c. September 24 – 30 d. October 01 – 07
2029	a. September 09 – 15 b. September 16 – 22 c. September 23 – 29 d. September 30 – October 06
2030	a. September 15 – 21 b. September 22 – 28 c. September 29 – October 05 d. October 06 – 12

Process

1. Municipalities wishing to host the event will prepare a submission document that addresses all the requirements, and forward it by email (in Word or PDF) to Danielle Hurtubise, Manager, Events at dhurtubise@fcm.ca
2. FCM staff will evaluate the submissions based on the stated criteria and any other factors it considers relevant. FCM Senior Leadership will determine the final selection, based on proposals deemed to provide the best overall value and fit for the organization; this will not necessarily be the lowest cost proposal.
3. FCM's Events Team will inform the results of the RFP to all submissions.

Schedule

Call for RFPs: ..... August 24, 2026
Questions due by: ..... September 25, 2026
RFP Closing Date: ..... October 13, 2026
RFP Evaluations: ..... October-November 2026
FCM notification of selected host municipalities: ..... December 2026

Submission Requirements/Criteria

IMPORTANT INFORMATION: Your submission MUST meet all the criteria below to qualify as a host municipality for a board meeting.

1. Membership Status:

Must be a member in good standing of FCM.

2. Accommodation:

To accommodate meeting participants, companions, suppliers, and staff, FCM typically requires approximately 85 hotel rooms on peak nights. This typically requires that we contract hotel room blocks in one or two properties, depending on size of hotels.

3. Hotel criteria:

a. Up to 90 guest rooms at hotel(s) rated three diamonds or better by the CAA/AAA*.

b. Wi-Fi should be available in all guestrooms, and public spaces on a complimentary basis.
c. Confirmed hotel room rates for the dates of the meetings must be provided in the submission document.
d. The hotel(s) must be accessible to participants with special needs (accessible parking, ramps, automatic door openers, entrances and washrooms, elevators, guest rooms, etc.).
e. Preference will be given to hotels that demonstrate sustainable practices and policies related to waste management, energy use, air quality, water conservation, procurement, employee well-being, communications, and community engagement.

4. Block Total:

Historical pickup for guest rooms for FCM Board meetings

Final pickup	Type	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 2019 – Penticton, BC	In person	410	0	59	111	114	101	15	4
September 2019 – Waterloo/Kitchener, ON	In person	418	0	64	116	123	109	2	0
March 2020 – St-Hyacinthe, QC	In person	448	0	64	125	140	118	1	0
September 2022 – Strathcona County, AB	Hybrid	173	4	37	55	55	22	0	0
March 2023 – Regional Municipality of Ajax, ON	Hybrid	248	0	55	86	84	23	0	0
March 2024 – Prince George, BC	Hybrid	250	1	61	70	73	46	0	0
March 2025 – Dorval, QC	Hybrid	262	4	59	89	89	21	0	0
March 2026 – St. John's, NL	Hybrid	327	34	77	84	84	45	3	0

Note: There were no in-person Board meetings between March 2020 and September 2022 due to the pandemic.

5. Hotel/Conference Venue – Meeting space requirements:

Meeting Space	Set up	Mon	Tue	Wed	Thu	Fri
FCM Staff Secretariat / Work room	1 large room that can accommodate three distinct areas: Secretariat: • 4x 6' table with two chairs • 1x 6' table for one or two printers (no chair) • 1x 6' table for supplies (no chair) Work room: • 3 rounds of 6	AM set up LIVE afternoon	Live	Live	Live 3 p.m. - dismantle	Possible extension day
Plenary room	Tuesday set up • Stage with room for 4x armchairs and 2x tables plus a podium • Riser at the rear of the room for a camera • 20x crescent round with 5 chairs each (100 ppl) • One Canada flag Wednesday end of day – reset from half rounds to U-shape • Head table for 8 ppl on the floor (stage removed) • Riser at the rear of the room for a camera • U-Shape for 55 people (2 ppl per 6' table or 3 ppl per 8' table) • Classroom for 40 people (2 ppl per 6' table or 3 ppl per 8' table) • 10 observer chairs		Set up	Live Partial reset at the end of day	Live 3 p.m. - dismantle	Possible extension day

Meeting Space	Set up	Mon	Tue	Wed	Thu	Fri
	AV/SI (arrangements will be made by FCM – same for all three days) • 3 screens and projectors • 2 cameras • 4x 6’ tables for tech equipment with 6 chairs • 3x interpretation booths • Wired internet					
Breakout room 1	• U-Shape for 50 (2 ppl per 6’ table or 3 ppl per 8’ table) • Observer chairs for 25 AV/SI: • 3 screens and projectors • 1 camera • 3x 6’ tables for tech equipment with 6 chairs • 2x interpretation booths • Wired internet	Afternoon set up	LIVE	LIVE 6 p.m. - dismantle	Possible extension day	
Breakout room 2	• U-Shape for 40 (2 ppl per 6’ table or 3 ppl per 8’ table) • Observer chairs for 25 AV/SI: • 2 screens and projectors • 1 camera • 3x 6’ tables for tech equipment with 6 chairs • 2x interpretation booths	Afternoon set up	LIVE	LIVE 6 p.m. - dismantle	Possible extension day	

Meeting Space	Set up	Mon	Tue	Wed	Thu	Fri
	• Wired internet for hybrid meeting					
Boardroom	• Boardroom for 20 ppl • 10 observer chairs		Live	Live	Live	Possible extension day
Meal room **(Breakfast and lunch)**	• Round tables for 120 • Buffet tables (venue catering)		AM set up	Live	Live	Possible extension day
Foyer space outside plenary room	• 2x 6' tables for registration • 1x 6' table for books • Buffet tables for coffee breaks (venue catering)		Live	Live	Live	Possible extension day

6. Schedule:

OPTION 1: 4 DAYS					
ROOM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Registration	Reg. Set up (afternoon)	Registration		Registration (morning only)	
Boardroom		Boardroom			
Secretariat and work room	Set up	Secretariat and work room			
Meal room		Meal room			
Plenary room		Set up (morning) Live (afternoon)	Plenaries		
Meeting room	Set up	Committee meetings			
Meeting room	Set up (morning) Live (afternoon)	Committee meetings			

OPTION 2: 5 DAYS					
ROOM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Registration	Reg. Set up (afternoon)	Registration			Registration (morning only)
Boardroom		Boardroom			
Secretariat and work room	Set up	Secretariat and work room			
Meal room		Meal room			
Plenary room		Set up (morning) Live (afternoon)	Plenaries		
Meeting room	Set up	Committee meetings			
Meeting room	Set up (morning) Live (afternoon)	Committee meetings			

a. Provide the names of the meeting rooms and floor plans (in both official languages if they exist) that meet these requirements.
b. The facility must be accessible to participants with special needs (accessible parking, ramps, automatic door openers, entrances and washrooms, elevators, meeting rooms, etc.).
c. Preference will be given to facilities that can host all functions in one location.
d. The facility will not impose audio-visual fees should FCM decide not to use the facility's in-house audio-visual service provider.

7. Internet

a. The venue must be able to provide wireless high-speed internet to all meeting rooms and public areas used by FCM and event attendees.
b. Wired connectivity for the rooms where a virtual component will be required for a meeting or event, a wired connection will be required.
c. Broadband internet capable of supporting multiple high quality, Zoom and Teams calls. A minimum of 20 Mbps synchronous connection is required.
d. Wired connectivity will be required where FCM will be setting up administrative offices. Unless prohibited by the venue, FCM will be connecting network switches to network computers to printers in these administrative areas.
e. The facility must allow for FCM to be able to use statically assigned IP addresses for the purposes or printer setup and configuration.
f. The wired internet connection must be unfiltered and not require authentication / captive portal.
g. The conference facility must provide complimentary wireless internet access to our members for the duration of the rental period.
h. A wired connection meeting the criteria above must be made available for the audio/visual company in the main plenary. This connection will be used in the event of a speaker needing to address our attendees via video conferencing. Low latency is a necessity as we want to avoid buffering or random disconnects during a speech.
i. The entire facility accessed by members shall have voice and data coverage from at least one national cellular carrier. Please provide a list of carriers and what type of cell phone coverage is accessible.
j. The facility should have sustainability practices in place related to waste management, energy use, air quality, water conservation, procurement, sourcing local foods, employee well-being, communications and community engagement.
k. Bids/submissions that stipulate the use of a facility that is either planned for, or under construction, must satisfy the scrutiny and meet any stipulations imposed by FCM.

8. Computer Equipment:

The Host Municipality must provide complimentary computer equipment as well as the services of a technician available on an on-call basis during the entire event:

a. 4 screens, keyboards and mice, and USB-C dock
b. Dock requirements
    - Pass through Power (Min 65W)
    - Ethernet Port 100Mbps minimum
    - Video connectivity to rented screens
    - 3-4 USB-A ports
        a. 1 black and white laser printer with double-sided printing capabilities.
        b. 1 color laser printer with double-sided printing capabilities.

9. Social Event

a. The Host Municipality must host the members, their companions (up to 15 depending on the location) and FCM Staff during a Welcome Reception and/or Dinner on the Wednesday or Thursday evening. Ideally, this event will be located at or very near the hotel where the members are staying. The approximate number of attendees and staff is 90, not including representatives or guests of the Host municipality.
b. The selected venue must be accessible to participants with special needs (accessible parking, ramps, automatic door openers, entrances and washrooms, elevators, meeting rooms, etc.).
c. Host Municipality greetings must be done in English and French.
d. All signage, if any, must be bilingual. FCM will provide translation as required.

10. Study Tours (optional)

The Host Municipality may decide to organize one or two study tours that highlight innovative municipal programs, projects, products and/or services in and around the Host Municipality.

a. The Host Municipality, in consultation with FCM, determines the content, the number and duration of the study tours. It will also provide a detailed description of the proposed tour(s). The tours are generally 2-3 hours in duration (including travel to and from) with all transportation and access provided by the Host Municipality.
    a. Sample of past Study Tours:
        i. 2026 - St. John's:
            1. Housing: This study tour showed how the City works with partners to create new homes and community spaces.
            2. Sustainability: This study tour highlighted how the City of St. John's is advancing climate resilience and innovative municipal design across new construction, transit, and core infrastructure.
        ii. 2025 - Dorval:
            1. Saint-Laurent Composting Centre: Tour of Aeromag's glycol recycling plant and Introduction to the role of Falconer at Environnement Faucon;
            2. Montréal-Trudeau International Airport (YUL): Visit the trans-border baggage hall with Alstef and Visit the garage to find out more about winter operations at YUL
b. The study tours would be held at a timeslot that does not conflict with Board proceedings, unless agreed upon.
c. Attendees will be asked to pre-register for study tours on the Board Registration Form, but registration for tours could also take place on-site based on availability. Study tours must be staffed and operated by the Host Municipality.
d. The Host Municipality must ensure there is at least one staff/volunteer person with a bilingual capability for each tour.
e. Tour guides, presentations and handouts must be available in both official languages, if required.

11. Local Transportation

The Host Municipality must provide shuttle transportation for members between the hotel(s) and the meeting venue (if the distance is over 0.7 km), for the study tours, for its reception and/or dinner as well as transportation for those having special needs.

12. Host Municipality Expenses

The Host Municipality shall be responsible responsibility for all costs associated with hosting FCM, including:

a. Welcome reception and/or dinner;
b. Study tours, if offered);
c. Computer and related equipment; and
d. Any other services or activities the Host Municipality agrees to provide.

Within ninety (90) days following the conclusion of the Board of Directors Meeting, the Host Municipality shall submit to FCM a comprehensive Post-Event Financial Report. This report shall include:

a. A detailed report of all costs incurred by the Host Municipality in connection with the planning, execution, and wrap-up of the meeting;
b. A breakdown of funding sources, including municipal contributions, sponsorships, grants, and other financial support;
c. An assessment of the economic impact on the local community, including hospitality, transportation, and tourism sectors;
d. A comparison of actual expenditures versus budgeted projections;
e. Any additional financial documentation reasonably requested by FCM.

The Host Municipality shall ensure the accuracy and completeness of the report and agrees to cooperate with any follow-up inquiries or audits initiated by FCM

13. Childcare services

The Host Municipality is asked to research and provide a list of nearby available childcare providers and services or indicate that none are available.

14. Travel Arrangements:

Provide the name and location of the closest airport, the largest aircraft it can accommodate, the names of the carrier(s) serving it and the current daily capacity, attested to by the Airport Authority.

Attendees are responsible for their ground travel costs from/to the airport and their hotel.

Please provide details on means of transportation between the airport to the hotel(s) and approximate costs (airport shuttle service, taxis, etc.). There must be affordable and timely transportation options available to accommodate the needs of attendees.

a. The hotel(s) and meeting venue should be less than 60 minutes by ground transportation from the nearest airport capable of accommodating scheduled aircraft of at least 50 seats.
b. There be sufficient commercial flights at this airport to accommodate the arrival and departure of 90 people on a daily basis, particularly in the afternoon on weekdays.
c. Estimated airfare costs to/from major cities across the country to the host municipality must be provided. The airfare estimates should be based on economy fares and September/October pricing.

Exception – Travel arrangements (over 60 minutes)

To provide smaller and remote municipalities with an opportunity to host, an exception may be grated provided that the host municipality has not hosted an FCM meeting within the previous five years; and Such exceptions shall be limited to a maximum of one meeting every two years to minimize the frequency of extensive ground travel for attendees.

15. Sustainability

In support of FCM's vision to ensure local governments are respected and resourced and empowered to create vibrant, sustainable communities, FCM has a core value of being a leader in environmental sustainability, promoting and supporting best practices. To achieve our vision and act in accordance with this core value, FCM incorporates the principles and practices of sustainable development into its decision-making, governance, policies, operational processes, programs, events and day-to-day activities. Greening events is an important part of our operations. A Host Municipality must commit to working with FCM to create an event that meets the environmental objectives and performance criteria of sustainable practices related to waste management, energy use, air quality, water conservation, procurement, employee well-being, communications and community engagement.

16. Destination Information

Local events, attractions and activities

a. Provide a list of local events, attractions, and activities occurring during the Board meetings.
b. Provide a list of local restaurants with distances from the hotel (if the hotel is not located in the downtown core).

17. Resolution of Council

Provide a certified copy of the resolution of Council or other appropriate body offering to host the event. **This must be submitted in writing with your submission**.

18. Submission

Submissions must be signed by the appropriate Municipal Authority; it is the Municipality's responsibility to ensure that appropriate Council or other endorsement is obtained before submission. Please include a certified copy of this endorsement as well as the Resolution in Council in your written submission.

Provide the name, title, and full coordinates of the person who can respond to any inquiries about your submission.

Submissions must be in writing and sent by email to Danielle Hurtubise, Manager, Events at dhurtubise@fcm.ca.

Contact Information

Danielle Hurtubise
Manager, Events
Federation of Canadian Municipalities
Tel: (613) 907-6235
Email: dhurtubise@fcm.ca

DRAFT

Minutes
Charlottetown Arts Advisory Board Meeting
September 14, 2026
12:00 pm

Present: Monica Lacey
Patricia Bourque
Robert Tsonos (online)
Carol Horne
Renée Laprise

Also Present: Doug Dumais, CEC

Regrets: Stephen McInnis
Omar Broderick

1. Call to Order
The meeting was called to order at 12:30 pm by Monica.

2. Declarations of Conflict of Interest
None.

3. Approval of the Agenda
Moved by Carol and seconded by Patricia to approve the agenda as circulated.

4. Approval of the Minutes
Moved by Renée and seconded by Patricia to approve the minutes of the last meeting of AAB as circulated.

5. Charlottetown Library Learning Centre Mural
Doug shared some feedback from Drift Mural Co., one of the mural competition finalists. Monica noted that the process, as it transpired, laid good groundwork for future selection. Doug suggested alternatives for community engagement for future calls. Doug also discussed the recent mural-making workshop and partnership with the Town of Stratford and Cornwall.

The new call for submissions for the Charlottetown Library Learning Centre will have a revised deadline in winter 2027. It will be a one-stage process in which artists propose a sketch or rough concept. Artists are expected to complete the work in spring or early summer 2027. The call will be open to PEI artists and will indicate that concepts should be vibrant and colourful. The City will also host an information session for all interested applicants. The call will be launched near the end of 2026 or early 2027. A five-person jury will handle the selection, guided by the new (post-election) version of the AAB.

Moved by Monica and seconded by Carol to approve, in principle, the revised call for submissions for the Charlottetown Library Learning Centre mural, to be issued according to the timeline discussed in the meeting, pending external partner support.

6. Control Cabinet Wraps – Year 3

All four of the latest set of traffic control cabinets from Year 2 are now installed. The call for the next set will go out in early October. The CEC discussed the location for the next three years of cabinets, from 2027 to 2030. Since the AAB is being temporarily dissolved due to the municipal election, the CEC proposed an alternative approval process for the control cabinet artworks for Year 3, as the AAB will not be in place when artworks are typically approved in December. The AAB agreed to the proposed alternative approval process, in which the AAB approves the draft call, locations, process, and budget, while the Economic, Tourism and Cultural Development Standing Committee and Council approve the artworks early in the new year. The process will return to the standard process outlined in the new Public Art Policy once the newly appointed AAB is in place.

The proposed locations for Y3 of the project are the control cabinets at:

- Great George Street & Grafton Street
- Great George Street & Euston Street
- Saint Peters Road and Woodward Drive
- Mount Edward Road & Towers Road

Moved by Renée and seconded by Patricia to approve the call for artists for year three of the control cabinet wraps as circulated and approved the four proposed locations discussed at the meeting, pending approval by Public Works and Council. The AAB also accepts the alternative approval process as outlined in the meeting.

7. 2027 Lightbox Project

Doug noted that a new 2027 lightbox display is in the works related to National Poetry Month. Board members discussed suggestions for incorporating text on the lightboxes.

8. City Updates

The CEC informed the AAB that the lightbox initiative will be recognized at an upcoming conference. The details are currently confidential but will be released following the conference.

The CEC informed the AAB that Council endorsed the Public Art Policy at the August regular meeting. Discussions for the first round of 1% for public art for capital projects will begin in the upcoming budget process.

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Maintenance at the Cenotaph is now complete. The CEC and Public Works staff are in the early stages of developing a maintenance plan for all public art pieces and monuments owned or maintained by the municipality.

The children's mural will be installed at Hillsborough Park Community Centre shortly, as approved by the AAB and Council.

The City will soon have a new Economic Development Officer.

This will be the final meeting of the AAB in its current configuration, as all City advisory boards are temporarily disbanded during the election. Those interested and eligible for another term can submit applications in the new year when the call goes out to be considered.

The CEC prepared the following term chart for current members of the AAB:

Name	Position	Term	Appointed	End of Current Term	Eligible for Reappointment?
Monica Lacey	Chair	2	May 30, 2023	December 6, 2026	Y - 2 more 2-year terms
Omar Broderick	Vice-Chair	2	May 30, 2023	December 6, 2026	Y - 2 more 2- year terms
Carol Horne	Member-at-large	3	October 12, 2021	December 6, 2026	Y - 1 more 2-year term
Stephen MacInnis	Member-at-large	4	April 8, 2019	December 6, 2026	N - has served 4 terms
Renée Laprise	Member-at-large	2	May 30, 2023	December 6, 2026	Indicated this would be the last term
Patricia Bourque	Member-at-large	2	May 30, 2023	December 6, 2026	Y - 2 more 2-year terms
Robert Tsonos	Member-at-large	2	May 30, 2023	December 6, 2026	Indicated this would be the last term

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9. New Business
No new business.

10. Adjournment
Renée moved to adjourn the meeting at 1:25 p.m.